



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Human Resources
Department No.: 064
For Agenda Of: September 10, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Maria Elena De Guevara, Human Resources Director, 568-2816
Director: 2816
Contact Info: Robert Clark, Employee Relations Manager, 568-2829
SUBJECT: Voluntary Early Separation Incentive Program.

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the resolution (Attachment A) which amends VESIP and authorizes replacement of separated employees in accordance with the Civil Service Rules after the position has been held open for twelve months, makes it an ongoing program and provides for separation of employees regardless of their standing, and
- b) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

Summary Text:

The Voluntary Early Separation Program (VESIP) was adopted on March 20, 2018, as a budget reduction and restructuring tool that incentivized employees to voluntarily resign from their position in exchange for a one time lump sum payment. Under the terms of the program the departments agreed to hold the position open for twelve months, and to replace them at no more than 75% of the base pay of the original incumbent after twelve months. Ten employees

were granted incentives on May 24, 2018, and all ten positions have been held open for at least one year resulting in \$775,000 net savings.

The departments are now in a position to replace the employees, but the language of the policy makes it impossible to replace an E-Step employee with an A-step employee in the same class because of the spread between the two steps and the wage increases granted subsequent to VESIP implementation. The existing language also prevents the departments from filling the vacancy by promotion or transfer of current employees.

The proposed resolution will remove these barriers by allowing replacement after twelve months be in the method provided in the Civil Service Rules. Civil Service Rule 406 (Salary of New Employees) provides for appointments generally at step A unless a higher step is justified by exceptional qualifications. Civil Service Rule 410 (Salary on Promotion) provides for assignment to the step a least 5% higher than current salary with certain exceptions (Further savings will result from replacement of promoted employee.)

The proposed resolution makes VESIP an ongoing program by eliminating the requirement that applicants be hired prior to January 2013 and work until May 25, 2018, and replaces it with a requirement that they have been employed as regular full time employees for at least five (5) years. The new policy also allows for early separation of employees regardless of their standing. The employee organizations that originally chose to participate in the program were notified of the proposed changes and did not raise any concerns.

Fiscal Analysis:

The proposed changes will reduce, but not eliminate, the ongoing savings. The exact amount of savings will depend upon the timing of appointments and the salary and benefits of the appointed replacement employee.

Key Contract Risks: N/A

Staffing Impacts:

Legal Positions:
N/A

FTEs:
N/A

Special Instructions:

Attachments:

Attachment A: Resolution amending the Voluntary Early Separation Incentive Program

Attachment B: Resolution 18-51 establishing the Voluntary Early Separation Incentive Program

Authored by: Robert Clark, Employee Relations Manager

cc: Mona Miyasato, County Executive Officer
Michael C. Ghizzoni, County Counsel
Betsy Schaffer, Auditor-Controller