



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: February 6, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Lori Gentles, Human Resources Director, 568-2816
Director(s)
Contact Info: Joseph Pisano, Interim Chief of Employee Relations, 568-2839
SUBJECT: Side letters authorizing use of vacation during the storm related disaster
by employees with less than six months continuous employment.

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Approve the side letters in Attachment A, which authorize the use of vacation during the storm related disaster by employees with less than six months continuous employment, and grant the same exception to unrepresented management and confidential employees.
- 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:

Regular employees are not credited with, or permitted to use, vacation until they have been regular employees for six months. The proposed side letters make an exception to that requirement for employees who were unable to come to work as a direct result of the storm related emergency proclaimed by the CEO on January 8, 2018. If the absence was authorized, and they are not eligible for any other form of paid leave, they will be allowed to use vacation. The hours used will be deducted from the vacation balances that the employees would be granted after six continuous months of employment, and cannot exceed the amount that will be granted at that time.

Fiscal and Facilities Impacts:

Budgeted: Yes.

Fiscal Analysis:

The recommended action allows employees to use vacation earlier than is normally permitted. The cost is negligible unless the employee leaves prior to completing six months of continuous employment.

Key Contract Risks: N/A

Staffing Impacts:

Legal Positions:
N/A

FTEs:
N/A

Special Instructions:

Attachments:

Attachment A: Side letters with the Service Employees International Union (SEIU), Local 620, SEIU, Local 721, Deputy Sheriffs' Association, Engineers and Technicians Association, Union of American Physicians and Dentists, Probation Peace Officers Association, and Civil Attorneys Association.

Authored by: Robert Clark

cc: Mona Miyasato, County Executive Officer
Michael C. Ghizzoni, County Counsel
Theo Fallati, Auditor Controller
Assistant CEOs
Department Heads