

SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

Agenda Number:
Prepared on: 3/5/02
Department Name: Human Resources
Department No.: 064
Agenda Date: 3/19/02
Placement: Administrative
Estimate Time: n/a
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ann Goodrich
Human Resources Director

STAFF CONTACT: Scott Turnbull
568-2818

SUBJECT: Extension of Pay Supplement to County Employees Who Have Been Called to "Active Military Duty" As a Result of the War On Terrorism

Recommendation(s):

That the Board of Supervisors:

A. Approve extension of "Supplement to Military Pay Program" and adopt the attached resolution for County employees who have been called to active military duty as a result of the War on Terrorism based on the outlined parameters.

Alignment with Board Strategic Plan:

The recommendations are primarily aligned with Goal No. 5. Maintain and Enhance the Quality of Life for all Residents.

Executive Summary and Discussion:

Background

On September 25, 2001 your Board approved implementation of this "Supplemental Military Pay Program" similar the program that was adopted to address County employees called to the Gulf War in 1991 and adopted Resolution 01-313. This resolution provided for supplemental compensation for a six month period for those employees called to active service in the "War on Terrorism." As you know this conflict continues and additional County employees may be called to serve in the coming months. This board letter requests approval of continuation of this program under a new resolution that provides for up to 12 months of supplemental pay for employees called to active service. Approximately, 30 employees have used this

program, some of whom have now returned to work. At the current time there are four employees receiving supplemental pay. The program requirements are spelled out below.

1. Eligibility

A. The program is for any regular County employee who is ordered to active military duty as a result of the War on Terrorism, which for purposes of this program commenced on September 11, 2001.

B. An employee qualifies for program benefits after all paid military leave has been exhausted.

2. Duration

A. Supplemental pay shall cease on the date the employee officially is released from active military duty or at the end of 12 months of military pay supplement, whichever occurs earlier.

B. Supplemental pay may be extended beyond what is authorized here pursuant to the sole discretion of the Board of Supervisors.

3. Compensation and Benefits

A. The amount paid the employee will be the difference between the employee's base biweekly pay including flexible benefit cash allowance (excluding any special duty or other pay allowances) and the base military pay, excluding other allowances.

B. If the employee's military base pay exceeds the County's base pay, the employee will receive no additional pay allowances or paid leave benefits under this program.

C. While eligible for a military pay supplement, the County will continue to pay its full required contribution each pay period toward the County retirement program and the employee shall contribute the required employee contribution. Retirement contributions shall be made during this period only if the employee's military pay supplement is sufficient to cover the employee's contribution. Upon return from military leave, if there is no military pay supplement or the supplement is insufficient to make the full required contributions, the County Auditor-Controller shall withhold contributions based on the member's salary at the time the leave commenced equal to the number of pay periods for which no retirement contributions were made. However, the employee may, within 90 days of reinstatement, elect not to make the additional contributions nor receive the corresponding service credit.

D. During the full period of active military duty leave the County shall contribute its full required premium for employee health insurance and, if sufficient military pay supplement is available, the employee shall pay full premium contributions for self or dependent coverage. Employees under this program are eligible to discontinue dependent coverage during military leave and reinstate coverage upon return to work or to pay their required premiums directly to the Human Resources Department during their military leave if no military pay supplement is available.

E. The employee will continue to accrue vacation, sick or other leave benefits at their regular accrual rate.

F. The employee will receive service credit for layoff purposes during the period of military leave.

4. Condition of Payment

A. Employee must use all compensatory time, but not vacation or holiday accruals, before military pay supplement begins. Use of vacation or holiday accruals is optional for the employee and subject to department head approval.

B. The employee will be required to submit to the Auditor-Controller a copy of the orders to active duty and a copy of his/her military pay stub **for the sole purpose of determining the amount of supplemental pay.**

To avoid potential hardship to employees and their families, however, the Auditor-Controller will continue to issue the employee's full pay until a copy of the employee's active duty orders are received. Upon receipt of active duty orders, supplemental pay amounts will be calculated, and any accumulated overpayments will be recovered by the County via payroll deductions. Any final adjustments, if needed, will be calculated upon receipt of the military pay stub, and any further overpayments recovered accordingly. Affected employees are expected to make every reasonable effort to submit active duty orders and pay stubs to the Auditor-Controller on a timely basis. If these documents are not forthcoming, and no satisfactory explanation is given for the omission, the Auditor-Controller may, at his discretion, withhold all further payroll payments under this program.

C. This program shall become effective upon adoption of this Resolution.

The "Supplement to Military Pay Program" parameters outlined in the attached Resolution were developed by the Human Resources Department based on past Board actions.

The program will provide a supplemental salary payment to employees on military leave and is intended to ease the financial burden for those affected County employees and their families.

State government, some other county governments, and the City of Santa Barbara have implemented similar programs for their employees.

Fiscal and Facilities Impacts:

The County costs for this program depend on the number of employees participating and the difference between their County pay and military pay. Information is requested from employees on their military pay in order to calculate the amount of supplemental pay required. In the first 6 months of this program, there have been 30 participants at an approximate cost to the County \$205,000. A similar cost level is assumed for the next 6 months and would be born by departmental budgets.

Special Instructions:

Concurrence: County Administrator
County Counsel

cc: All Department Heads
All Employee Organizations

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RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

IN THE MATTER OF AUTHORIZING) RESOLUTION NO. 02-_____
PAID LEAVE OF ABSENCE FOR)
REGULAR COUNTY EMPLOYEES ORDERED)
TO MILITARY DUTY AS A RESULT OF)
THE WAR ON TERRORISM)
_____)

WHEREAS, public employees ordered to military duty are entitled, pursuant to Military and Veterans Code No. 395.01 to their regular salaries during the first 30 calendar days following their departure from Military duty; and

WHEREAS, certain regular Santa Barbara county employees ordered to military duty as a result of the War on Terrorism have been ordered to serve a period in excess of 30 calendar days; and

WHEREAS, pursuant to Santa Barbara County Code No. 27-12 (I), the Board of Supervisors by a four-fifths (4/5) vote may grant paid leaves of absence provided it first finds that such leave is in the best interests of the County and does not constitute a gift of public funds; and

WHEREAS, military service is in the public interest and serves the public purpose; and

WHEREAS, this resolution is being implemented in accordance with Government Code Section 395.03, and

WHEREAS, it is in the best interests of the County to provide employees paid leave of absence for a maximum period of twelve months as temporary relief from financial hardship and in recognition of the public benefit being performed by those ordered to active military duty;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA AS FOLLOWS:

Paid leave of absence shall commence on the initial date in which the employee is absent from work due to being ordered to active military duty. Paid leave shall cease on the date the employee is released from active military duty or at the end of twelve months of military pay supplement, whichever occurs earlier. Paid leave may be extended beyond the twelve months of paid leave, pursuant to the sole discretion of the Board of Supervisors.

A regular employee on paid military leave will receive additional program benefits after all paid military leave has been exhausted. The additional twelve months the employee will be compensated the difference between the employee's base bi-weekly pay including flexible benefit cash allowance, excluding any special duty or other pay allowances, and the base military pay, excluding other allowances. In the event the military base pay exceeds the County's base pay, the employee will receive no additional pay allowances or paid leave benefits under this resolution except:

a) The County shall continue to pay its full required contribution toward the County retirement program and the employee shall contribute the required employee contribution. Retirement contributions shall be made during this period only if the employee's military pay supplement is sufficient to cover the employee's contribution. Upon return from military leave, if there is no military pay supplement or the supplement is insufficient to make the full required contributions, the County Auditor-Controller shall withhold contributions based on the member's salary at the time the leave commenced equal to the number of pay periods for which no retirement contributions were made. However, the employee may, within 90 days of reinstatement, elect not to make the additional contributions nor receive the corresponding credit.

b) The County shall continue to contribute its full required premium for employee health insurance and, if sufficient military pay supplement is available, the employee shall pay full premium

contributions for self or dependent coverage. Employees are eligible to discontinue dependent coverage during military leave and reinstate coverage upon return to work or to pay their required premiums directly to the Human Resources Department during their military leave if no military pay supplement is available.

c) The employee will continue to accrue vacation, sick or other leave benefits at their regular accrual rate.

d) The employee will receive service credit for layoff purposes during the period of military leave.

Payments authorized pursuant to this resolution shall be conditioned on the following:

a) Employees must use all compensatory time (overtime), but not vacation or holiday accruals, before paid leave begins. Use of vacation or holiday accruals is optional for the employee and subject to the department head approval.

b) Prior to issue of any pay warrant, the employee will be required to submit to the Auditor-Controller a copy of the orders to active duty and a copy of his/her military pay stub **for the sole purpose of determining the amount of supplemental pay.**

To avoid potential hardship to employees and their families, however, the Auditor-Controller will continue to issue the employee's full pay until a copy of the employee's active duty orders are received. Upon receipt of active duty orders, supplemental pay amounts will be calculated, and any accumulated overpayments will be recovered by the County via payroll deductions. Any final adjustments, if needed, will be calculated upon receipt of the military pay stub, and any further overpayments recovered accordingly. Affected employees are expected to make every reasonable effort to submit active duty orders and pay stubs to the Auditor-Controller on a timely basis. If these documents are not forthcoming, and no satisfactory explanation is given for the omission, the Auditor-Controller may, at his discretion, withhold all further payroll payments under this program.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 2001, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

CLERK OF THE BOARD

By: _____

Deputy Clerk

Chair, Board of Supervisors

APPROVED AS TO FORM:

SHANE STARK
COUNTY COUNSEL

APPROVED AS TO FORM:

ROBERT W. GEIS, C.P.A.
AUDITOR-CONTROLLER

By: _____

Deputy County Counsel

By: _____