



BOARD OF SUPERVISORS **Agenda Number:**
AGENDA LETTER

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: June 6, 2017
Placement: Set Hearing
Estimated Tme: 15 minutes on 7/11/2017
on the Dept. Agenda and
7/18/17 on Admn
Agenda
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Lori Gentles, Human Resources Director, 568-2816
Contact Info: Robert Clark, Employee Relations Manager 568-2829
SUBJECT: **Proposed Ordinance and Resolution Providing Modification of Office Hours
(Family Friendly Winter Break Schedule)**

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

Set a hearing to consider recommendations regarding the family friendly winter break schedule:
(FOR JULY 11, 2017 ESTIMATED TIME: 15 MINUTES)

- a) Consider the introduction (first reading) of an Ordinance of the Board of Supervisors of the County of Santa Barbara amending Chapter 27 Section 27-3 of the County Code relating to office hours generally;
- b) Read the title of the Ordinance and waive further reading;
- c) Receive a report regarding the family friendly winter break schedule; and
- d) Set the second hearing on the administrative agenda to consider recommendations:
(FOR JULY 18, 2017)
 - i) Consider adoption (second reading) of an Ordinance of the Board of Supervisors of the County of Santa Barbara amending Chapter 27 Section 27-3 of the County Code relating to office hours generally.

Auditor-Controller Concurrence

As to form: Yes

- ii) Consider adoption of a Resolution authorizing closure of County offices to the maximum extent possible from December 26 through December 29, 2017 (Ordinance introduced on July 11, 2017); and
- iii) Find that the introduction and adoption of this ordinance and resolution are not a project under the California Environmental Quality Act (“CEQA”) pursuant to Section 15378(b)(5) of the CEQA Guidelines, in that they are administrative activities that will not result in direct or indirect physical changes in the environment.

Background:

The County has in the past used various mechanisms to provide time off during the workweek preceding New Year’s Day to as many employees as possible to allow time with their families given schools are out of session and children at home. Whatever the method, maximizing the number of people who could be off at that time proved very popular with employees, who ranked it as the second most popular employee engagement option in a 2015 survey.

Authorizing closure of County offices to the maximum degree possible during one week is in the best interest of the County for several reasons. A large number of employees desire to schedule vacation during December. Concentrating time off in a one week period is more efficient than having vacations spread over the entire month. Also, the closure will be an incentive for employees to reduce the balances of leave on the books, which is a financial liability to the County. Typically a large number of employees desire to schedule a vacation in December because children are out of school and longer vacations can be scheduled by bridging the two County holidays. As an employer providing “family friendly” policies when consistent with our business needs improves the morale of the workforce.

If approved, the attached Resolution will provide that non-safety offices will be closed to the greatest degree possible from December 26 through December 29. Employees will be required to use any accruals other than sick leave to cover the closure, or take unpaid leave. Employees who choose to work may be given alternate work assignments such as training or duties which are outside their normal job classification or at a different work location. Also, where possible, when overtime work is necessary, employees will be allowed to accrue compensatory time to cover the period of the closure.

As in the past, if approved by the Board of Supervisors, each department will develop a closure plan which describes what offices will be closed, and provides for staffing of essential services that must continue during the closure period.

The City of Santa Barbara implemented a similar policy several years ago to maximize the number of employees who are allowed time off by closing offices to the greatest extent possible and allowing maximum use of accruals. The proposal before the Board of Supervisors implements something similar for the County which could be utilized this year, and, if approved by the Board of Supervisors, in future years as well.

The proposed policy was circulated to all employee associations and department heads and they were given an opportunity to meet and discuss it. None of the associations raised any concerns.

Fiscal and Facilities Impacts:

As currently written the County Code permits reduction of office hours by Resolution when financially necessary and in the best interest of the County. The proposed “Family Friendly Winter Break Schedule” may result in minor savings due to reduced utility bills and reduced leave balances. However it is not considered to be financially necessary as this is not a furlough, although some employees may wish to take unpaid leave during the closure. The proposed ordinance would change the code to provide permit reduction in office hours by resolution any time the Board of Supervisors determines that to do so is in the best interest of the County.

Attachments:

- A. Proposed Ordinance
- B. Proposed Resolution

Authored by:

Robert Clark, Employee Relations Manager, Human Resources

cc: Mona Miyasato, County Executive Officer
Michael Ghizzoni, County Counsel
Theo Fallati, Auditor-Controller
Assistant CEOs