

**Furlough Program Operational Plan  
December 23, 2011 – January 2, 2012**

Pending Board of Supervisors approval, the period from December 23, 2011 through January 2, 2012, which includes the observance of Christmas Day on December 26, 2011 and New Year's Day on January 2, 2012, will be a designated furlough period. This is generally a time of the year when many County offices operate with minimal/limited staffing as Departments honor vacation requests by staff where feasible. During the designated furlough period County offices will operate under various schedules.

The schedules during the furlough program implementation will include offices that remain open during the entire period to comply with legal mandates and operational needs, partial closures, and full closures. Peace officers and firefighters will not be affected. Operational emergency response personnel will be available as required.

Where offices are partially or fully closed, departments will make necessary arrangements to cover emergency or critical services. Public Health and Mental Health will have medical staff available if needed.

The following operational plan has been developed by departments to meet the spirit and intent of the agreements covering the furlough program. The plan will be modified if necessary to meet business needs.

**Open for Business during the Furlough Period**

To the extent possible and consistent with operational needs, the following departments will honor requests for time off during the furlough period. Some employees in the following departments will take time off from December 23, 2011 through January 2, 2012, but operations in these departments will run for the most part as they typically would during the period around the Christmas Day and New Year's Day holidays.

- **County Counsel**
- **County Executive Office**
- **District Attorney**
- **Housing and Community Development**
- **Parks**
- **Probation**
- **Public Defender**

- **Public Works**
- **Sheriff**
- **Social Services**

**Partial Closures**

The following departments will be closed some of the days from December 23, 2011 through January 2, 2012, or portions of the departments will be closed for some or all of that time; hours of operation will be posted in advance.

- **Agricultural Commissioner**

The Santa Maria Office will be open with reduced staffing levels for 2-8 hours daily to operate both the Pest Exclusion Program and the Pesticide Use Enforcement Program on an as-needed basis. Services will be provided to growers and shippers by certifying outgoing shipments and by inspecting incoming shipments of agricultural commodities. Pesticide use permits will be issued, and any pesticide-related complaints will be investigated.

The Santa Barbara Office will be open with reduced staffing levels for 2-4 hours daily, mainly to operate the Pest Exclusion Program, which certifies outgoing shipments and inspects incoming shipments of agricultural commodities. As in North County, any pesticide-related complaints will be investigated, and support for the Pesticide Use Enforcement Program will be provided on an as-needed basis.

- **Alcohol, Drug and Mental Health Services Department (ADMHS)** On-call staff will be available if needed, and a department plan is in place to meet ADMHS clients' needs. Phone lines will be staffed in administrative offices; CARES staff will answer ACCESS lines for Countywide clients, and staff will be available for all urgent and emergent Children's needs through the SAFTY Program. In addition, IT, Medical Records, and Patients Rights staff will be available to support departmental operations that remain open.

The Psychiatric Health Facility, Juvenile Justice Program, CARES program, ACT Program, Supported Housing Program, and the Adult Clinics in Santa Barbara and Santa Maria will be open normal hours; the Lompoc Adult clinic will be open normal hours on December 27<sup>th</sup> and 28<sup>th</sup> and closed on December 23<sup>rd</sup>, 29<sup>th</sup>, and 30<sup>th</sup>.

The following services will be closed to the public from December 23, 2011 – January 2, 2012:

Alcohol and Drug Program  
300 N. San Antonio Rd.  
Santa Barbara

Administration  
300 N. San Antonio Rd.  
Santa Barbara

**Children's Clinics**

429 N. San Antonio Rd.  
Santa Barbara

117 N B St  
Lompoc

500 W. Foster Rd.  
Santa Maria

- **Clerk of the Board**  
The Clerk of the Board will be open to the public during normal business hours on Friday December 23, 2011 then closed until Tuesday January 3, 2012.
- **County Clerk, Recorder, Assessor, Registrar of Voters**  
The Recorder Division offices will be open every day in Santa Barbara and Santa Maria. The Registrar of Voters will be open one day only: Friday, December 30th, for Candidate Filing. All other divisions will be closed to the public.
- **Fire**  
All Fire Stations will operate normally, but Fire Department Administrative offices in Santa Barbara and Solvang will be closed to the public.
- **Human Resources**  
The Human Resources Department will be open to the public during normal business hours on Friday December 23, 2011 then closed until Tuesday January 3, 2012.
- **Office of Emergency Management**  
The Office of Emergency Management will be closed to the public during this time but will maintain full operational readiness.
- **Public Health Department**  
Emergency Medical Services and Environmental Health Services will be on call and available as needed throughout the furlough period. The Animal Services

Division will be open every day with regular staffing levels. Disease Control and Prevention, Public Health Lab, and Vital Records will be open every day with reduced staffing levels.

Epidemiology, Health Education, the PHD Pharmacy, and the WIC (Women, Infants, Children) program will be closed throughout the furlough period.

The Health Care Centers (walk-in services only) and the Maternal Child and Adolescent Health Division will be open with reduced staffing levels on December 27<sup>th</sup> and 28<sup>th</sup> and closed on December 23<sup>rd</sup>, 29<sup>th</sup>, and 30<sup>th</sup>.

A complete schedule of Public Health Department services appears at the end of this attachment.

### **Closures**

All offices of the following departments will be ***closed to the public from December 23, 2011 through January 2, 2012.*** (Some departments will have small numbers of staff working during this period to provide internal services – not *public* services.) Emergency and on-call staffing will be available if needed.

- **Auditor Controller**
- **Child Support Services**
- **First Five**
- **General Services**
- **Planning and Development**
- **Retirement**
- **Treasurer-Tax Collector**