

# **Attachment C:**

## Proposed Resolution

Resolution of  
The Board of Supervisors of  
The County of Santa Barbara,  
State of California

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

IN THE MATTER OF AUTHORIZING        )                   RESOLUTION NO. \_\_\_\_\_  
CLOSURE OF COUNTY OFFICES         )  
TO THE MAXIMUM EXTENT             )  
POSSIBLE FROM DECEMBER 26        )  
THROUGH DECEMBER 29, 2017        )

**WHEREAS**, County Code Chapter 27, Article 1, Section 27-3 establishes office hours for all county offices and judicial districts subject to regulation by the Board of Supervisors, generally, including the ability to approve by Resolution reduced hours when in the best interest of the County; and

**WHEREAS**, the Board of Supervisors has determined that it is in the best interest of the County, its employees and residents to provide for an orderly winter break process.

**NOW, THEREFORE**, the Board of Supervisors of Santa Barbara County does hereby resolve as follows:

1. To the greatest extent possible, non-safety County offices shall be closed from December 26 through December 29, 2017.
2. Departments shall develop closure plans, and notify employees of the closure plans as soon as possible following the adoption of this Resolution.
3. Employees in Departments/Divisions being closed shall be required to use any accruals other than sick leave to cover the closure, shall take unpaid leave, or shall work during the closure as described in Section 4, below.
4. Employees in Departments/Divisions scheduled for closure who choose to work during the closure may be assigned training or duties which are outside their normal job classification or at a different work location.
5. Where possible, Departments shall allow employees working necessary overtime to accrue compensatory time (as permitted by applicable Memorandum of Understanding) to cover the period of closure.
6. Public safety and most other limited essential services will not participate in the closure, but impacted Departments will grant time off to the greatest extent possible during that time period.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

COUNTY OF SANTA BARBARA

\_\_\_\_\_  
JOAN HARTMAN

Chair of the Board of Supervisors

**ATTEST:**

MONA MIYASATO  
County Executive Officer,  
Clerk of the Board of Supervisors

**APPROVED AS TO ACCOUNTING FORM:**

THEODORE A. FALLATI, C.P.A.  
Auditor-Controller

\_\_\_\_\_  
*Batmy M. Achak*

**APPROVED AS TO FORM:**

MICHAEL C. GHIZZONI  
County Counsel

\_\_\_\_\_  
*Victoria Parks Tuttle*