



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.: 012
For Agenda Of: October 20, 2015
Placement: Administrative
Estimated Time:
Continued Item:
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Select_From Jeri Muth, Human Resources Director, 568-2816
Contact Info: Melissa Grisales, Assistant Human Resources Director, 568-2819
SUBJECT: Revised Contractor on Payroll Policy

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: NA

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Approve revisions to the Contractor on Payroll Policy found in Attachment A to align with the Healthy Workplaces, Healthy Families Act of 2014 (AB1522) and Affordable Care Act provisions (Attachment B contains tracked changes to the policy); and
- B. Determine that this action is exempt from the California Environmental Quality Act (CEQA) review as it is not a project pursuant to CEQA Guidelines section 15378 (b) (2).

Summary Text:

This item makes changes to the County's Contractor on Payroll (COP) Policy to comply with changes in federal law. The Board previously approved these changes for covered employees but had not yet approved changes to the County's Contractors on Payroll Policy to reflect legislative changes enacted by the Board. The attached revisions to the Policy incorporate the following legislative changes:

1. COP employees receive a minimum of 24 hours (or three days) of paid sick leave at the beginning of each 12-month period per the Healthy Workplaces, Healthy Families Act of 2014; and

2. COP employees who work 30 hours or more per week over a standard measurement period (26 pay periods), will be offered health insurance in accordance with the Affordable Care Act.

Background:

On June 2, 2015, the Board authorized the Auditor-Controller and Human Resources to implement the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522) including providing 24 hours (or three days) of paid sick leave at the beginning of each 12-month period for COP employees. The current Contractor on Payroll Policy was adopted by the Board in October 2006, prior to passage of the Act, and the Policy has been revised to comply with legal requirements.

On January 1, 2015 on of the provisions of the Affordable Care Act (ACA) went into effect, and requires employers to offer medical benefits that provide minimum essential coverage to employees who are employed on average of at least 30 hours per week over a standard measurement period. In preparation for implementing this provision, the Board of Supervisors approved changes on December 2, 2014. The attached Policy has been revised to reflect the change.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The County currently has 12 Contractors on Payroll and the number fluctuates from year to year. The estimated costs of implementing ACA and Healthy Workplaces, Healthy Families Act of 2014 provisions for all affected employees were previously reported to the Board on December 2, 2014 and June 2, 2015. COP employees were included in those estimates. The action before the Board today is solely to approve the revised Policy that reflects legislative changes and incurs no additional cost.

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Key Contract Risks: N/A

Staffing Impacts:

Legal Positions:

FTEs:

N/A

N/A

Special Instructions:

Attachments:

Attachment A – Contractor on Payroll Policy, Revised October 2015 (untracked)

Attachment B – Contractor on Payroll Policy (tracked)

Authored by: Melissa Grisales

cc: Mona Miyasato, County Executive Officer
Department Heads
Maya Barraza, Human Resources