



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.: 064
For Agenda Of: February 28, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Maria Elena De Guevara, Human Resources Director, 568-2817
Director(s)
Contact Info: Joseph Pisano, Employee Relations Division Chief, 568-2839

SUBJECT: Policies Affecting Terms and Conditions of Employment

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions: That the Board of Supervisors:

- A. Approves implementation of the revised Hybrid Remote Work Policy in Attachment A; and
- B. Approves implementation of the Workplace Violence Prevention Policy in Attachment C; and
- C. Approves implementation of the Employee Development Reimbursement Policy in Attachment D; and
- D. Determines that the recommended actions are not a “Project” that are subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), because they are organizational or administrative activities of the government that will not result in direct or indirect physical changes in the environment.

Summary Text:

The recommended actions update or establish policies that affect various terms and conditions of employment, primarily by:

- A. Updating an existing Hybrid Remote Work Policy to allow some County employees to work out of state in limited circumstances as set forth in Attachment A (changes are tracked in Attachment B), and
- B. Establishing a Workplace Violence Prevention Policy and implementing the current iteration of a related Workplace Violence Intervention Plan as set forth in Attachment C, and
- C. Codifying a process for employees to access reimbursement funds for tuition and textbook and other types of employee development per previously negotiated provisions of current Memoranda of Understanding with most labor groups as set forth in Attachment D. The Employee Development

Reimbursement Policy replaces a dormant County policy in Attachment E that dates to 1993 (Attachment E).

The County has met its obligations to meet and confer with affected labor organizations prior to filing this item for Board consideration.

Background: The recommended actions update or establish policies that affect various terms and conditions of employment. The full scope of these actions is set forth in the attachments and summarized below. The recommended actions:

- Revise the Hybrid Remote Work Policy to allow employees working out of state as of June 2022 to continue to do so and limit the hiring of additional out of state employees to vacancies in difficult-to-fill positions, subject to approval by the County Executive Officer and the County Human Resources Director.
- Implement a Workplace Violence Prevention Policy as part of the County's efforts to establish a safe and secure working environment, one reasonably free from fear of violence, aggression, intimidation, harassment or retaliation for all employees.
- Update a dormant Tuition and Textbook Reimbursement policy by implementation of an Employee Development Reimbursement Policy that expands reimbursement opportunities for employees beyond traditional college coursework to other activities consistent with the intent of the original policy, which was to:
 - Encourage eligible employees to continue their education and training in order to meet present and future needs for County services;
 - Increase effective work performance and employee efficiency;
 - Improve retention and facilitate promotion from within the County; and
 - Attract to County service, persons of superior ability and potential for advancement.

Fiscal and Facilities Impacts:

Budgeted: Yes There are no fiscal impacts related to revising the Hybrid Remote Work Policy or adopting the Workplace Violence Prevention Policy.

The Employee Development Reimbursement Policy affects approximately 3,700 employees in six bargaining groups. Funds were budgeted as part of the costs of implementing recent Memoranda of Understanding with these bargaining groups and separately for unrepresented employees. Those agreements provided for funding for approximately 10% of each bargaining group's members to receive reimbursement from two equal increases to existing provisions for Tuition and Textbook Reimbursement, now expanded to include reimbursement for other types of employee development activities. The estimated increased costs of those provisions in Fiscal Year 2022-23 and Fiscal Year 2023-24 are noted in the chart below:

Employee Group	FY 2022-23	FY2023-24	Totals
SEIU Local 620	100,500	100,500	201,000
SEIU Local 721	23,500	23,500	47,000
DSA	44,910	44,910	89,820
Unrepresented Employees	20,000	20,000	40,000
PPOA	9,000	9,000	18,000
ETA	6,500	6,500	13,000
SMA	1,500	1,500	3,000
Totals	205,910	205,910	411,820

- Attachments:**
- Attachment A:** Revised Hybrid Remote Work Policy
 - Attachment B:** Revised Hybrid Remote Work Policy - Changes Tracked
 - Attachment C:** Workplace Violence Prevention Policy & Intervention Plan
 - Attachment D:** Employee Development Reimbursement Policy
 - Attachment E:** 1993 Tuition and Textbook Reimbursement Program Policy

Authored by: Joseph Pisano

cc: Mona Miyasato, County Executive Officer
Rachel Van Mullem, County Counsel
Betsy Schaffer, Auditor-Controller
Department Directors