

**Furlough Program Operational Plan
December 24, 2012 – January 1, 2013**

By action of the Board of Supervisors on October 16, 2012, the period from December 24, 2011 through January 1, 2012 inclusive, which includes the observance of Christmas Day on December 25, 2012 and New Year's Day on January 1, 2013, 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 with labor organizations 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 24, 2012 through January 1, 2013, 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**
- **Community Services Department**
- **Probation**
- **Public Defender**

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

Partial Closures

The following departments will be closed some of the days from December 24, 2012 through January 1, 2013, 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, Adult Probation, 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 with reduced staff on December 27th and 28th and closed on December 24rd, 31st, and January 1, 2013.

The following services will be closed to the public from December 24, 2012 – January 1, 2013:

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

- **County Clerk, Recorder, Assessor, Registrar of Voters**
The Recorder Division office will be open every day in Santa Barbara but closed in Lompoc and Santa Maria. 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.
- **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. Animal Services will be open every day with regular staffing levels except December 24th when they will close at 12 noon. Disease Control and Prevention, Public Health Lab, and Vital Records will be open December 26th through December 28th with reduced staffing levels and on call and available as needed on December 24th and December 31st.

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

The Health Care Centers, including Pharmacy and Clinical Lab, and the Maternal Child and Adolescent Health program will be open with reduced staffing levels on December 26th through December 28th and closed on December 24th and December 31st.

Closures

All offices of the following departments will be ***closed to the public from December 24, 2012 through January 1, 2013.*** (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**

- **Clerk of the Board**

- **Child Support Services**

Child Support Services offices will be closed to the public from December 24 through January 1, but Child Support staff will make court appearances in Santa Maria, Lompoc and Santa Barbara on December 27, 28 and 31.”

- **First Five**

- **General Services**

- **Human Resources**

- **Planning and Development**

- **Retirement**

- **Treasurer-Tax Collector**