



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: CEO
Department No.: 012
For Agenda Of: December 8, 2015

Placement: Administrative
Estimated Time: 15 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Robert MacLeod, Interim Human Resources Director, 568-
Director(s) 2805
Contact Info: Joseph Pisano, Employee Relations Manager, 568-2839

SUBJECT: *5% Special Duty Allowance for Staff in the ADMHS Crisis Stabilization Unit*

County Counsel Concurrence

As to form: N/A

Other Concurrence: Select_Other

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions: That the Board of Supervisors:

- A. Approves a 5% special duty allowance, effective December 7, 2015, for employees in regular and extra help positions assigned to the Crisis Stabilization Unit in the Alcohol Drug and Mental Health Services Department; and;
- B. Determines that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(2) because it consists of general policy and procedure making that will not result in changes in the environment.

Summary Text:

The recommended action establishes a 5% special duty allowance in recognition of the work environment for employees in positions regularly assigned to the Crisis Stabilization Unit and establishes parity with regular and extra help employees who work in a similar environment in the Psychiatric Health Facility who currently receive this special duty allowance.

Background:

The Crisis Stabilization Unit (CSU) is a new 23 hour program in the Alcohol Drug and Mental Health Services Department (ADMHS) that has been established to divert individuals in crisis from inpatient hospital stays and local emergency room visits. Similar to people housed at the Psychiatric Health Facility (PHF), many of these individuals suffer from bi-polar disorder, schizophrenia, psychotic and personality disorders, and have addiction and impulse control issues, which creates a challenging work environment for staff.

At the point of the crisis that brings them to the PHF or the CSU, individuals can be angry, depressed, delusional, suicidal, manic, and out of control. Regular and extra help employees working with patients like this in the PHF currently receive a 5% special duty allowance, and the recommended action would provide the same special duty allowance for both regular and extra help staff employed in the CSU.

As provided in Civil Service Rule 905, extra help employees work various hours to help departments respond to “peak loads, unusual work situations, seasonal and recurrent work, intermittent assignments, or emergencies.” At the time this Board letter was filed there were no plans to use extra help employees to staff the CSU, but their services may be needed in the future, and the recommended action would provide the 5% special duty pay to extra help employees should they be assigned to the CSU.

Staff has met with the Service Employees International Union, Local 620, the labor organization that represents regular employees in the job classifications that will be assigned to the CSU, and Local 620 supports the recommended action. The parties have entered into the side letter agreement on this issue in Attachment 1.

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis:

The recommended 5% special duty allowance would affect approximately 16 regular employees at an estimated fully loaded cost to the department of approximately \$108,000 annually. ADMHS will absorb this cost within its existing funding streams and budget allocation. The cost of extending the special duty allowance to extra-help employees, if any, would vary depending on how many hours were worked.

Attachments:

Attachment 1: Side Letter Agreement re. 5% Special Duty Pay for positions assigned to the Crisis Stabilization Unit

Authored by: Joseph Pisano

cc: Mona H. Miyasato, County Executive Officer
Robert W. Geis Auditor-Controller
Alice Gleghorn ADMHS Director