



**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: 06/19/2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Lori Gentles, Human Resources Director, 568-2816
Director(s)
Contact Info: Andreas Pyper, 568-2812

SUBJECT: Resolution allowing the modification of office hours between the Christmas and New Years' Day holidays.

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: No

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopts the attached Resolution authorizing closure of County offices to the maximum extent possible for the four workdays between the Christmas Day holiday and the New Year's Day holiday as allowed under Chapter 27, Section 27-3 of the County Code ; and
- b) Determine that the above action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because it consists of government funding mechanisms and/or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment..

Summary Text:

The recommended action will provide County Departments the ability to schedule non-safety office closures, to the greatest degree possible, during the four workdays between the Christmas Day holiday and the New Years' Day holiday.

Background:

In 2017, and in previous years, the County has used various mechanisms to provide time off during the period between Christmas and New Years' Day holiday to as many employees as possible to spend time with their families, given schools are out of session and children at home or to reflect, refresh and rejuvenate themselves. Whatever the method, maximizing the number of people who could be off at that time proved very popular with employees, who ranked it as the second most popular employee engagement option in a 2015 survey.

Authorizing closure of County offices to the maximum degree possible during one week is in the best interest of the County for several reasons. A large number of employees desire to schedule vacation during December. Concentrating time off in a one week period is more efficient than having vacations spread over the entire month. Also, the closure will be an incentive for employees to reduce the balances of leave on the books, which is a financial liability to the County. Typically a large number of employees desire to schedule vacation in December because children are out of school and longer vacations can be scheduled by bridging the two County holidays. As an employer providing "employee and family friendly" policies when consistent with our business needs improves the morale of the workforce.

If approved, the attached Resolution will provide that non-safety offices will be closed to the greatest degree possible for the four workdays that fall between the Christmas Day holiday and New Years' Day holiday. Employees will be required to use any accruals other than sick leave to cover the closure, or take unpaid leave. Employees who choose to work may be given alternate work assignments such as training or duties which are outside their normal job classification or at a different work location. Also, where possible, when overtime work is necessary, employees will be allowed to accrue compensatory time to cover the period of the closure. As in the past, if approved by the Board of Supervisors, each department will develop a closure plan which describes what offices will be closed, and provide for staffing of essential services that must continue during the closure period.

Based on success of the 2017 closure we propose implementation of the closure annually unless discontinued by the Board of Supervisors through a Board action. *Table 1* and *Table 2* below illustrate the significant impact of the holiday closure program. *Table 1* shows the number of County employees who took time off for at least one day during the closure period. The 2017 numbers show a significant increase over the same period in 2016. *Table 2* is a subset of the data, for people who took all four days off, which again shows a significant increase in the number of employees who took advantage of the closure.

Table 1					Table 2				
EMPLOYEES WHO USED HOL,HLB,VAC, or ALN SOMETIME DURING CLOSURE					EMPLOYEES WHO USED HOL,HLB,VAC, or ALN <u>ALL</u> <u>FOUR DAYS</u> OF THE CLOSURE				
YEAR	TUE	WED	THUR	FRI	YEAR	TUE	WED	THUR	FRI
2017	1913	1708	1639	1413	2017	884	884	884	884
2016	1121	991	1065	1039	2016	491	491	491	491
% Increase	71%	72%	54%	36%	% Increase	80%	80%	80%	80%

The resolution before the Board is similar to the one approved by the Board in 2017.

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes The proposed Winter Break schedule may result in minor savings due to reduced utility bills and reduced leave balances. However it is not considered to be financially necessary as this is not a furlough, although some employees may wish to take unpaid leave during the closure.

Fiscal Analysis:

<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	\$ -	\$ -	\$ -

Narrative:

N/A

Key Contract Risks:

N/A

Staffing Impacts:

Legal Positions:

FTEs:

N/A

Special Instructions:

Please provide Human Resources with a signed copy of the Resolution – Attention Andreas Pyper

Attachments:

Attachment A – Proposed Resolution

Authored by:

Andreas Pyper, Human Resources Department

cc: Mona Miyasato, County Executive Officer
Michael Ghizzoni, County Counsel
Theo Fallati, Auditor Controller
All Assistant County Executive Officers