



**MEMORANDUM
HUMAN RESOURCES**

TO: Board of Supervisors DATE: September 25, 2018
FROM: Sheri Chapman, Interim Human Resources Director
SUBJECT: Minimal Staffing Plan – Chapter 3.04.800(D)

ACTION REQUESTED

Introduce an ordinance, suspending the application of Placer County Code subsection 3.04.800(D) to allow employees taking unpaid time off on the regularly scheduled workday that precedes the December 25, 2018, holiday and/or the January 1, 2019, holiday to receive holiday pay for these two holidays. Oral reading waived.

BACKGROUND

To enable as many employees as possible to take time off during the December holidays (December 24, 26, 27, 28, and 31, 2018), County departments have been encouraged to reduce staffing to minimal levels without impacting service to the community. Chapter 3.04.800(D) states that an employee must be in paid status on his/her regularly scheduled workday preceding a holiday to be eligible to receive holiday pay. Your Board's approval is requested to temporarily suspend this provision as it relates to the December 25, 2018, and January 1, 2019 holidays.

Basis for Recommendation

The temporary suspension of this provision will allow employees with limited balances to take time off without pay during the last of week of December without also foregoing pay for the holidays. This will be especially helpful for employees who are hired in the latter part of the year as they will have accrued a limited number of leave hours by December.

FISCAL IMPACT

There is no fiscal impact associated with this request. Departmental salary budgets include funds to pay employees for recognized holidays. Temporarily suspending this provision will not result in additional expenditures.

ATTACHMENTS

Attachment 1 – Ordinance

Before the Board of Supervisors
County of Placer, State of California

In the matter of: An ordinance suspending the application of Placer County Code subsection 3.04.800.D for the workday preceding the December 25, 2018, and January 1, 2019, holidays.

Ordinance No.: _____

Introduced: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: That the operation of Placer County Code subsection 3.04.800.D be suspended for the workday preceding the December 25, 2018, and January 1, 2019, holidays thereby allowing employees to take unpaid time off and still receive holiday pay.

Section 2: That this ordinance shall become effective immediately upon adoption.

Section 3: That this ordinance is adopted as an un-codified ordinance.

