

**APPROVED★**

*as amended*  
JAN 12 2010



*Maria Chirila Deputy*  
CLERK OF THE BOARD

**AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS**

<u>ITEM TITLE</u>		<u>BOARD MEETING DATE</u>	<u>AGENDA NUMBER</u>
Extend the use of the Voluntary Time Off Program and declare the Time Period of January 1, 2010 Through June 30, 2010 as a Period of Hardship		January 12, 2010	9
Dept:	Donald W. Turko	Supervisorial District Number  ALL	
Contact:	Director of Human Resources		
Extension:	784-2552		
Published Notice Required?		Yes _____	No <u>X</u> _____
Public Hearing Required?		Yes _____	No <u>X</u> _____

*\* See attached Resolutions*

**DEPARTMENTAL RECOMMENDATION:**

The Human Resources Department recommends that the Board of Supervisors extend the use of the Voluntary Time Off (VTO) Program and declare the Time Period of January 1, 2010 through June 30, 2010 as a Period of Hardship

**SUMMARY/DISCUSSION:**

On August 10, 1993, the Board of Supervisors formally approved the Voluntary Time Off (VTO) Program. Subsequent modifications were approved by the board on October 12, 1993. The Board subsequently took action on May 26, 2009 to approve changes to this policy and extend the use of this policy through December 31, 2009.

The policy provides for employees to participate in the VTO program with the opportunity to voluntarily reduce their work day, work week or to take a block of time off while retaining most benefits. This may be requested and authorized in six-month increments from January through June and July through December. The purpose of this program is to reduce County costs during time of economic hardship through voluntary actions of employees. The VTO Program can only be used during the periods of economic hardship as designated by the Board of Supervisors.

Approval of Voluntary Time Off is at the discretion of the Department Head who must take into consideration workload, service demands and other organizational implications. It is the intent of this program that if an employee is authorized to take voluntary time off that no costs will be incurred in the absence of the employee.

**FINANCING:**

There is no fiscal impact as a result of this extension of the extended declaration. The savings to the County is dependent upon the actual usage of this program by employees.

**ALTERNATIVES:**

The Board of Supervisors could decide not to adopt the proposed changes to the VTO policy. Staff does not recommend this alternative due to the potential cost savings to the County.

**OTHER AGENCY INVOLVEMENT:**

The County Administrator's Office concurs with this recommendation.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENT  
RECOMMENDATION

**DEPARTMENT HEAD SIGNATURE:**



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