

APPROVED

MAY 04 2010



BY *Maria Chisla deputy*
CLERK OF THE BOARD

AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

ITEM TITLE Consider approving minor revisions to the Voluntary Time-Off Program; and Declare the time period of July 1, 2010 through June 30, 2011 as a Period of Economic Hardship		BOARD MEETING DATE May 4, 2010	AGENDA NUMBER 15
Dept: Contact: Extension:	Donald W. Turko Director of Human Resources 784-2552	Supervisorial District Number ALL	
Published Notice Required?		Yes _____	No <u> X </u>
Public Hearing Required?		Yes _____	No <u> X </u>

DEPARTMENTAL RECOMMENDATION:

The Human Resources Department recommends that the Board of Supervisors consider approving minor revisions to the Voluntary Time-Off Program; and Declare the time period of July 1, 2010 through June 30, 2011 as a Period of Economic Hardship.

SUMMARY/DISCUSSION:

On August 10, 1993, the Board of Supervisors formally approved the VTO Program. Subsequent modifications were approved by the Board on October 12, 1993 and May 26, 2009. The Board again took action on January 12, 2010 to extend the use of this policy through June 30, 2010 and directed staff to return to the Board with changes to authorize the VTO Program in one year increments to coincide with the budget cycle.

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 times 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 a Voluntary Time Off request 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.

The proposed changes to this Program include language clarifications including the specific steps in the process, and identifying the time frame of an appeal to the Human Resources Director.

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:


