



Board Agenda Item 23

DATE: August 6, 2019
TO: Board of Supervisors
SUBMITTED BY: Margaret Mims, Sheriff-Coroner-Public Administrator
SUBJECT: Waiver of Extra-Help Maximum Hours Limitation

RECOMMENDED ACTION(S):

Authorize a waiver of the 28 hours per week and/or 960 hours per calendar year maximum hours limitation for the Extra-Help positions listed on Attachment A in the Sheriff's Office, pursuant to the provisions set forth in the Salary Resolution, section 1100 and Personnel Rules 2040 and 4240.

There is no additional Net County Cost associated with the recommended action. Approval of the recommended action allows the Sheriff to address operational needs seven days a week. This item is countywide.

ALTERNATIVE ACTION(S):

There is no viable alternative action to approval of the waiver due to the need to operate and maintain the best efficiency possible in the Sheriff's Office.

FISCAL IMPACT:

There is no increase in Net County Cost associate with the recommended action. Sufficient appropriations and estimated revenues for the appointment(s) and for any additional cost which could be assessed under the Affordable Care Act (ACA) will be included in the FY 2019-20 Recommended Budget for Sheriff's Org 3111 that will be presented to the Board in September 2019.

DISCUSSION:

On January 13, 2015 and June 7, 2016 your Board reiterated County policy that the use of Extra-Help employees should:

- be of limited duration;
- not be used as a first response to staffing requirements;
- not supplant work regularly performed by permanent employees; and
- only be used to meet the critical, seasonal, or temporary work needs of departments on a limited basis.

On June 7, 2016, your Board approved Salary Resolution Amendments that provided departments with the requested flexibility, while limiting the use of most Extra-Help employees. As provided in those Amendments, the Sheriff's Office is recommending a waiver of the 28 hours a week and/or 960 hours per calendar year limitation for the position(s) listed on Attachment A due to:

Sheriff's Student Workers JCN 9785:

The Extra-Help Student Workers are utilized within various Sheriff Units including but not limited to the units identified below:

Business Office and Records - Both units are short staffed due to vacancies and use the Student Worker's assistance as part of necessary daily operations.

Your Board's approval of the recommended action will allow the position(s) on Attachment A in the Sheriff's Office to exceed the Extra-Help per week maximum hour limitation for Calendar Year 2019.

REFERENCE MATERIAL:

BA #37, June 7, 2016 - Extra-Help Employees and the Adoption of ACA Safe Harbors
BAI #19, January 13, 2015 - Limiting the Use of Extra-Help Employees

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A

CAO ANALYST:

Jeannie Z. Figueroa