



# Board Agenda Item 31

DATE: July 11, 2017

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner

SUBJECT: Retroactive Waiver of Extra-Help Maximum Hours Limitation

## RECOMMENDED ACTION(S):

**Retroactively 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-Coroner'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 this action. Approval of the recommended action allows the Sheriff-Coroner's Office to address operational needs seven days a week and to be in compliance with third party funded grant obligations.

Attachment A includes positions that exceeded and/or are expected to exceed the maximum hour's limitations during Calendar Year 2017.

## 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 and to stay in compliance with third party funded grant obligations.

## FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Sufficient appropriations and estimated revenues for the appointments and for any additional cost which could be assessed under the Affordable Care Act (ACA) are included in the FY 2016-17 Sheriff-Coroner's Org 3111 Adopted Budget and will be included in the FY 2017-18 Sheriff-Coroner's Org 3111 recommended budget.

## 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. The Department of Human Resources and the County Administrative Office developed a waiver template, which was released mid-August 2016.

On May 16, 2017, your Board approved a waiver of the 28 hours a week and/or 960 hours per calendar year limitation for identified Reserve Officers, Forensic Autopsy Technicians and Sheriff's Forensic Laboratory Technician.

As provided in the Salary Resolution Amendments, the Sheriff-Coroner's Office is recommending a waiver of the 28 hours a week and/or 960 hours per calendar year limitation for additional Reserve Officers listed on Attachment A that have been added since May 16, 2017 due to the following:

Reserve Officers JCN 9766:

The Extra-Help Reserve Officers are utilized within various Sheriff-Coroner Units including but not limited to the unit identified below:

Boating Unit - On March 15, 2016 your Board approved the FY 2016-17 Boating Safety Program, which funds Reserve Officers to work 40+ hours per week during the boating season from May 2017 through Labor Day. The Reserve Officers undergo significant training in water rescues and boat operations, and the Sheriff-Coroner's Office relies heavily on them to act as a second to cover Deputies on each of the patrol boats; each Reserve Officer is paired with a full-time Deputy Sheriff throughout the boating season.

Your Board's approval of the recommended action will allow the positions listed on Attachment A in the Sheriff-Coroner's Office to exceed the maximum hour limitation for Calendar Year 2017.

REFERENCE MATERIAL:

BAI#27, May 16, 2017  
BAI#37, June 7, 2016  
BAI#19, January 13, 2015

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A

CAO ANALYST:

Jeannie Z. Figueroa