

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # \*B-13

Urgent

Routine

AGENDA DATE December 4, 2007

CEO Concurs with Recommendation YES  NO   
(Information Attached)

4/5 Vote Required YES  NO

SUBJECT:

Approval for the Closure of County Offices for the Full Day on December 24, 2007, and Approval to Provide Employees, not otherwise Required to Work, the Option of Working in their Assigned Duties, or Using Vacation or Compensatory Time Off for the Half-day Period

STAFF RECOMMENDATIONS:

1. Approval for the closure of County offices on December 24, 2007 for the full day rather than the half-day provided for in County Ordinance 3.48.010.
2. Approval for employees not otherwise required to work to fulfill State Mandate responsibilities, the provision of essential local services, or other exigent circumstances, to be given the option to work in their assigned duties, take vacation time off, or use compensatory time off on December 24, 2007, for the half-day period.

FISCAL IMPACT:

Some nominal savings will be recognized from the closure of County offices and the resultant reduction in utilities costs. Because County employees will be required to work during their normally assigned shift, or to utilize vacation or compensatory time off in lieu of working, there are no increased personnel costs associated with this item.

BOARD ACTION AS FOLLOWS:

No. 2007-939

On motion of Supervisor Mayfield, Seconded by Supervisor Grover

and approved by the following vote,

Ayes: Supervisors: Mayfield, Grover, Monteith, DeMartini, and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) \_\_\_\_\_ Denied

3) \_\_\_\_\_ Approved as amended

4) \_\_\_\_\_ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

## **DISCUSSION:**

County ordinance currently provides four hours holiday time when Christmas Eve falls on a weekday.

Section 3.48.010, reads: *Employees shall be entitled to the following holidays: Four hours when Christmas Eve falls on any day of the week except Saturday or Sunday. Employees required to work full shifts, including Saturday or Sunday, on Christmas Eve shall be credited with four hours of vacation time.*

Christmas Eve falls on Monday this year. County offices will be closed the following Tuesday, December 25, 2007. Employees required to work on Monday, December 24, 2007, will receive 4 hours of holiday credit pursuant to the applicable MOU. All holiday provisions in the MOU's that apply to this holiday will remain in effect.

If approved by the Board of Supervisors, all County Offices not required to work to meet State Mandate responsibilities, the provision of essential local services, or required to address other exigent circumstances will be afforded the opportunity to utilize vacation time or compensatory time off in lieu of working their normal shifts. Employees without vacation or compensatory time off balances would be required to report to work and fulfill their normally assigned duties. Employees not wishing to utilize vacation or compensatory time off for the half-day period will report to work in their normally assigned duties.

As with all County holidays and other office closures, Department Heads will be responsible to determine if staff will be retained to meet local needs or state mandate requirements. Further, in departments in which employees choose to work rather than exercise the option of using vacation or compensatory time off, Department heads will be responsible to assign adequate supervisory staff.

## **POLICY ISSUE:**

Approval of this request will provide many County employees the option to work their assigned shift or to take vacation or compensatory time off to spend additional time with family. While approval of this request will reduce access to public services between 8:00 AM and 12:00 PM on December 24, 2007, this four hour period has traditionally seen extremely limited activity.

## **STAFFING IMPACT:**

There is no impact on staffing resulting from this change.