

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

DEPT: Chief Executive Office

BOARD AGENDA # B-11

Urgent  Routine

AGENDA DATE January 27, 2009

CEO Concurs with Recommendation YES  NO   
(Information Attached)

4/5 Vote Required YES  NO

SUBJECT:

Approval of New Policy Regarding County Department Heads and Assistant Department Head vacation schedules

STAFF RECOMMENDATIONS:

Approve New Policy Requiring County Department Head and Assistant Department Head to Schedule Planned Vacations at Different Times

FISCAL IMPACT:

There is no fiscal impact associated with this item.

BOARD ACTION AS FOLLOWS:

No. 2009-86

On motion of Supervisor O'Brien, Seconded by Supervisor Grover  
and approved by the following vote,  
Ayes: Supervisors: O'Brien and Grover  
Noes: Supervisors: Chiesa, Monteith, and Chairman DeMartini  
Excused or Absent: Supervisors: None  
Abstaining: Supervisor: None

- 1)  Approved as recommended
- 2)  Denied
- 3)  Approved as amended
- 4)  Other:

MOTION:

The **motion failed** to approve a new policy regarding County Department Head and Assistant Department Head vacation schedules.



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

APPROVAL OF NEW POLICY REGARDING COUNTY DEPARTMENT HEAD AND  
ASSISTANT DEPARTMENT HEAD VACATION SCHEDULES  
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**DISCUSSION:**

Stanislaus County operates under the direction of 25 appointed or elected Department Heads. Currently, 15 County departments have also been allocated at least one position at the Assistant Department Head level or above to provide direct support and leadership in the absence of a Department Head. The following policy statement has been recommended for departments with at least one Assistant Department Head level position:

*Department Heads and Assistant Department Heads shall not schedule vacation during the same time in order to maximize the availability of County leadership during normal working hours.*

This policy would not impact department scheduling during unscheduled absences such as illness, or when a Department Head or Assistant is traveling out of the County for business purposes and is available by phone or electronic communication.

**POLICY ISSUE:**

Approval of this item is intended to support the Board priority of Efficient Delivery of Public Services.

**STAFFING IMPACT:**

There is no staffing impact associated with this item.