

COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT			Clerk of the Board Use Only Meeting Date Held Until ___/___/___ ___/___/___	
			Agenda Item No: Agenda Item No: _____ _____	
Department: Human Resources			() 4/5 Vote Required	
Contact: Lynne Durrell	Phone: (707) 565-3565	Board Date: August 11, 2009	Deadline for Board Action: August 11, 2009	
Agenda Short Title: Adoption of a new Voluntary Time Off (VTO) Program for Engineers and Scientists of California (ESC)				
Requested Board Action: Concurrent Resolution approving agreements between the County and Engineers and Scientists of California (ESC) authorizing participation in the Voluntary Time Off (VTO) Program 2009-10, subject to the provisions of the attached VTO Program document, and setting an effective date of August 11, 2009 - June 30, 2010.				
CURRENT FISCAL YEAR FINANCIAL IMPACT				
<u>Expenditures</u>		<u>Add'l Funds Requiring Board Approval</u>		
Estimated Cost	\$	Contingencies	\$	
		(Fund Name:)		
Amount Budgeted	\$	Unanticipated Revenue	\$	
		(Source:)		
Other Avail Approp (Explain below)	\$	Other Transfer(s)	\$	
		(Source:)		
Additional Requested:	\$	Add'l Funds Requested:	\$	
Explanation (if required): There are no costs to the County associated with the VTO Program. Any program savings will be realized in individual departments and may mitigate budget and staff reductions.				
Prior Board Action(s): 6/24/03 - Board approved VTO program for Salary Resolution (confidential and unrepresented employees), with sunset date of 6/30/04. 9/16/03 - Board approved VTO program for selected bargaining units with sunset dates of 6/30/04. 7/21/09 – Board approved VTO program for selected bargaining units, Salary Resolution No. 95-09 26, and for employees of Sonoma County Agricultural Preservation and Open Space District.				
Alternatives – Results of Non-Approval: County employees represented by ESC will continue to participate in VTO as approved in the 2003-09 MOU, until a new agreement is in place.				

Background:

Currently, the County is faced with significant budget shortfalls resulting in the deletion of authorized positions, and layoffs are necessary to meet required budget goals. In a continuing effort to mitigate effects of involuntary layoffs on departments and employees, the County would like to provide a Voluntary Time Off (VTO) Program to departments as a possible cost saving measure.

As part of cost savings ideas submitted by employees, the County received a suggestion to consider a voluntary time off program to save money within departments. The County has utilized a voluntary time off program in the past to provide departments with an additional method of meeting their budget requirements.

The VTO Program for 2009-10 is proposed as part of an overall County plan to mitigate the need for layoffs of employees in a department. The Program (Attachment A) provides employees the opportunity to self-select into the Program and request unpaid time off, not to exceed 25% of their regularly scheduled hours per pay period. All requests for VTO are subject to department approval, based on the financial, operational and business needs of the department.

The VTO Program 2009-10 was previously approved by the Board for employees represented by County and Service Employees' International Union (SEIU), Sonoma County Public Defender Investigators' Association (SCPDIA), and Western Council of Engineers (WCE), employees working under the provisions of Salary Resolution No. 95-09 26, and authorized for employees of the County Agricultural Preservation and Open Space District.

In June 2003, Engineers and Scientists of California (ESC) adopted a VTO Program in a Side Letter Agreement to the Memorandum of Understanding (MOU) between ESC and the County of Sonoma. A new Letter of Understanding has been signed between the County and ESC, which will replace the former VTO Program adopted in 2003, with the current VTO Program 2009-10.

Cost:

There are no costs associated with this Program. Backfilling of positions due to VTO use is not permitted under the Program. VTO creates salary savings for departments that may be applied directly to their budgets. Because department use of VTO will vary based on business and financial needs, and is subject to employee participation, Human Resources is unable to project savings resulting from this program. Data was not centrally collected on VTO savings in 2003. Human Resources and Payroll have established separate payroll code that will allow us to track VTO usage going forward.

Attachments: Resolution, Attachment A (VTO Program Plan 2009-10), Letter of Understanding

On File With Clerk:

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background (continued):

Recommendation:

Adopt a Concurrent Resolution approving agreements between the County and Engineers and Scientists of California (ESC) authorizing participation in the Voluntary Time Off (VTO) Program 2009-10, subject to the provisions of the attached VTO Program document, and setting an effective date of August 11, 2009 - June 30, 2010.