

<b>COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT</b>			Clerk of the Board Use Only Meeting Date                      Held Until ___/___/___                              ___/___/___	
			Agenda Item No:                      Agenda Item No: _____                              _____	
<b>Department:</b> Human Resources			<b>(    ) 4/5 Vote Required</b>	
<b>Contact:</b> Dan Fulks	<b>Phone:</b> (707) 565-2939	<b>Board Date:</b> 8/25/09	<b>Deadline for Board Action:</b> 8/25/09	
<b>Agenda Short Title:</b> Mandatory Time Off (MTO) and freezing of Staff Development/Management Benefit Allowance/Tuition and Textbook/Physical Fitness Allowances.				
<b>Requested Board Action:</b> Adopt Concurrent Resolution approving Letters of Understanding with employee organizations, implementing the Mandatory Time Off (MTO) and freezing the Staff Development/Management Benefit Allowance/Tuition and Textbook/Physical Fitness Allowances effective August 25, 2009 for fiscal year 2009-2010. Adopt Concurrent Resolution amending Salary Resolution No. 95-0926, adding Section 36.3 Mandatory Time Off (MTO) for Unrepresented Employees, Administrative Management, Department Heads and Confidential Employees covered by the Salary Resolution and employees represented by SCDPDAA (Sonoma County Deputy Public Defender Attorneys' Association) effective August 25, 2009 for fiscal year 2009-2010. Adopt Resolution amending the Salary Resolution No. 95-0926, adding the Mandatory Time Off (MTO) for Unrepresented Employees, Administrative Management, Department Heads and Confidential Employees of the Sonoma County Agricultural and Open Space District effective August 25, 2009 for fiscal year 2009-2010. Authorize the Chair to approve implementation of MTO program for DSA/DSLEM and the Sonoma County Prosecutors Association in the event agreement is reached.				
<b>CURRENT FISCAL YEAR FINANCIAL IMPACT</b>				
<b><u>Expenditures</u></b>		<b><u>Add'l Funds Requiring Board Approval</u></b>		
Estimated Cost	\$	Contingencies	\$	
		(Fund Name: )		
Amount Budgeted	\$	Unanticipated Revenue	\$	
		(Source: )		
Other Avail Approp (Explain below)	\$	Other Transfer(s)	\$	
		(Source: )		
<b>Additional Requested:</b>	<b>\$</b>	<b>Add'l Funds Requested:</b>	<b>\$</b>	
<b>Explanation (if required):</b> No increased cost for this action. If enacted these actions will save approximately \$5.3 mil to all funds.				
<b>Prior Board Action(s):</b> June 2, 2009, your Board took action to freeze Staff Development for Unrepresented Employees, Administrative Management, Department Heads and Confidentials.				
<b>Alternatives – Results of Non-Approval:</b> Savings will not be realized, and alternative actions reducing programs and deletion of positions will be necessary.				

**Background:**

In early 2009, faced with severe budgetary concerns, staff began discussions with all employee bargaining groups, County departments and administrative management to solicit cost cutting concepts. The outcome of these discussions produced a recommendation to employ the use of Mandatory Time Off (MTO) and freezing of Staff Development funds (including Management Benefit Allowance, Tuition & Textbook, Physical Fitness, Professional Development) to reduce expenditures in FY 2009-2010.

In April 2009 staff began meeting and conferring with all bargaining units regarding the cost cutting concepts, discussing concepts and answering questions regarding the MTO and Staff Development programs. Tentative Letters of Agreement have now been entered into with employees represented by: SEIU, SCPDAA, SCPDIA, SCLEA, Local 39, ESC, WCE and SCLEMA pending your Board's approval. Some of these unions are still in the ratification process that should be completed by August 20, 2009. This board letter is filed in anticipation of that ratification and will be removed if union members fail to ratify. Some unions have not agreed to these proposed cost savings. They are DSA/DSLEM and the Sonoma County Prosecutors Association.

**MTO**

The MTO program is estimated to save \$4.1 million dollars to all funds and is achieved by a reduction in wages of approximately 1.9% for all participating employees. The estimate includes savings from freezing Vacation/Compensatory Time Buy Backs and final MTO program savings will be finalized as part of the Consolidate Budgetary Adjustments to be presented to the Board for approval and disposition at a later time. Wage reductions/savings will be amortized over the remaining 22 pay periods for fiscal year 2009-2010 minimizing impact to our employees, resulting in a 2.27% pay reduction. If adopted, County offices will close for the period of December 24, 28, 29, 30 and 31 of 2009. Because many County services operate twenty-four hours per day, seven days a week, or must remain open during the designated closure period due to legal mandates, many employees will take alternate days off at an appropriate time during the 2009-2010 fiscal year. In these cases MTO days must be used prior to vacation or compensatory time off. Payroll deductions will start on August 25, and will continue for all participating employees through the last pay period of the fiscal year June 15-28, 2010, resulting in the July 7, 2010 paychecks reflecting the final payroll deductions for this program.

**STAFF DEVELOPMENT** (MBA, T&T, Professional Development, Physical Fitness)

On June 2, 2009 your Board adopted a Resolution amending Salary resolution No. 95-0926 to freeze the Staff Development Management Benefit Allowance for Unrepresented Employees, Administrative Management, Department Heads and Confidential employees that are covered by the Salary Resolution (including Sonoma County Deputy Public Defender Attorneys' Association and Sonoma County Prosecutors' Association). In addition to the above employee groups the County provides to all employees some form of Staff Development (including MBA, T&T, Professional Development, and Physical Fitness). This allowance is used for a variety of purposes including training, business travel, purchase of electronic equipment, physical fitness, licenses, and professional dues. If adopted, the anticipated savings by freezing these allowances for all

**On File With Clerk:**

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

**Vote:**

_____	
_____	
_____	

**Background (continued):**

employee groups (including Unrepresented Employees, Administrative Management, Department Heads and Confidential employees) is approximately \$1.1 mil to all funds. Continuation of County paid Licenses and Certifications (including required Continuing Education Units) required by the job are recommended to maximize excellence in services to the public.

After meeting and conferring with all represented County employee groups tentative Letters of Understanding to freeze Staff Development allowances have now been entered into with employees represented by: SEIU, SCPDIA, SCLEA, Local 39, ESC, WCE and SCLEMA, and are before your Board for adoption.

In the event DSA/DSLEM and the Sonoma County Prosecutors Association agree to participate in the county's MTO program we are recommending the Board delegates authority to the Chair to approve agreement implementation and direct staff to return with a consent board item to adopt the appropriate resolutions amending these bargaining units Labor Agreements.

**Board Action Requested:**

Adopt Concurrent Resolution approving Letters of Understanding with employee organizations, implementing the Mandatory Time Off (MTO) and freezing the Staff Development/Management Benefit Allowance/Tuition and Textbook/Physical Fitness Allowances effective August 25, 2009 for fiscal year 2009-2010.

Adopt Concurrent Resolution amending Salary Resolution No. 95-0926, adding Section 36.3 Mandatory Time Off (MTO) for Unrepresented Employees, Administrative Management, Department Heads and Confidential Employees covered by the Salary Resolution and employees represented by SCDPDAA (Sonoma County Deputy Public Defender Attorneys' Association) effective August 25, 2009 for fiscal year 2009-2010.

Adopt Resolution amending the Salary Resolution No. 95-0926, adding the Mandatory Time Off (MTO) for Unrepresented Employees, Administrative Management, Department Heads and Confidential Employees of the Sonoma County Agricultural and Open Space District effective August 25, 2009 for fiscal year 2009-2010.

Authorize the Chair to approve implementation of MTO program for DSA/DSLEM and the Sonoma County Prosecutors Association in the event agreement is reached.