

APPROVED

MAY 26 2009



BY *Maria Chirila* deputy
CLERK OF THE BOARD

AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

ITEM TITLE Approve Revisions to the Voluntary Time Off (VTO) Program and Declare the Time Period of July 1, 2009 Through December 31, 2009 as a Period of Hardship		BOARD MEETING DATE May 26, 2009	AGENDA NUMBER 33
Dept: Contact: Extension:	Donald W. Turko Director of Human Resources 784-2552	Supervisory District Number ALL	
Published Notice Required?		Yes _____	No <u>X</u> _____
Public Hearing Required?		Yes _____	No <u>X</u> _____

DEPARTMENTAL RECOMMENDATION:

The Human Resources Department recommends that the Board of Supervisors approve revisions to the Voluntary Time Off (VTO) Program, and declare the time period of July 1, 2009 through December 31, 2009 as a period of economic hardship.

SUMMARY/DISCUSSION:

On August 10, 1993, the Board of Supervisors formally approved the Voluntary Time Off (VTO) Program. Subsequent modifications were approved by the board on October 12, 1993.

The policy provides for employees to participate in the VTO program with the opportunity to voluntarily reduce their work day, work week or to take a block of time off while retaining most benefits. This may be requested and authorized in six-month increments from January through June and July through December. The purpose of this program is to reduce County costs during time of economic hardship through voluntary actions of employees. The VTO Program can only be used during the periods of economic hardship as designated by the Board of Supervisors.

Approval of Voluntary Time Off is at the discretion of the Department Head who must take into consideration workload, service demands and other organizational implications. It is the intent of this program that if an employee is authorized to take voluntary time off that no costs will be incurred in the absence of the employee.

The proposed changes to this Program include language clarifications and the modification to the appeal process including the specific steps in the process and changing the direction of an appeal from the County Administrator to the Human Resources Director.

All employee organizations were noticed of an opportunity to meet and discuss the proposed changes. The proposed modifications were discussed with all the employee organizations who requested a meeting.

FINANCING:

There is no fiscal impact as a result of these changes. There will be savings to the County, depending upon the actual usage of this program by employees.

ALTERNATIVES:

The Board of Supervisors could decide not to adopt the proposed changes to the VTO policy. Staff does not recommend this alternative due to the potential cost savings to the County.

OTHER AGENCY INVOLVEMENT:

All employee organizations were noticed of an opportunity to meet and discuss the proposed changes. Human Resources has worked with employee organizations who requested a meeting. Those organizations are in agreement with the proposed modifications. The County Administrator's Office concurs with this recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENT
RECOMMENDATION

DEPARTMENT HEAD SIGNATURE:


