



COUNTY OF SANTA CRUZ 0187

PERSONNEL DEPARTMENT

MICHAEL J. MCDUGALL, DIRECTOR

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September 17, 2013

APPROVED AND FILED
BOARD OF SUPERVISORS

September 24, 2013

DATE: 9-24-13

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

COUNTY OF SANTA CRUZ
SUSAN A. MAURIELLO
EX-OFFICIO CLERK OF THE BOARD

BY *[Signature]* DEPUTY

APPROVE CONTINUATION OF FURLOUGHS FOR SPECIFIED BARGAINING UNITS AND ADOPT RESOLUTION IMPLEMENTING THE FURLOUGH AS RECOMMENDED BY THE PERSONNEL DIRECTOR

Dear Members of the Board:

During the fiscal year 2013-2014 budget process, your Board approved the continuation of furloughs through the first quarter for all bargaining units. The first quarter fiscal year 2013-2014 furlough is set to expire on September 27, 2013 for the majority of bargaining units. As you will recall, the County's goal has been to eliminate furloughs or at a minimum work towards reducing the furlough in an effort to return to a traditional work week. The County continues to move toward that goal successfully.

As you know, we have reached a tentative agreement with the General Representation Unit. That agreement includes a reduced furlough from 4.62% to 2.5% for the first year of the contract. At this time, it is recommended that we continue furloughs at reduced levels for specified bargaining units, including General Representation, through September 26, 2014.

Furlough Plans for September 28, 2013 through September 26, 2014

Pursuant to their current MOU, the County has notified the Physicians Representation Unit, Middle Management Association, District Attorney/Child Support Attorney Association, District Attorney Inspector Association, and Deputy Probation Officer Association that it intends to reduce and extend implementation of furlough plans through September 26, 2014 at 2.5% (52 hours). The Unrepresented Group, which includes County Counsel, Department Heads and Elected Officials, generally follow the Middle Management agreement and as such they too will participate in a 2.5% furlough.

In accordance with previously negotiated agreements, the Law Enforcement Unit, Sheriff's Supervisory Unit and Law Enforcement Middle Management Unit were notified of the County's intention to implement a furlough of 4.62% (96 hours) for their units also through September 26, 2014. However, staff will be meeting with the Law Enforcement Units to determine whether alternative plans can be implemented to reduce the furlough for these units.

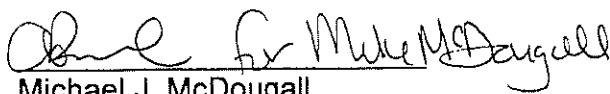
We are currently in negotiations with the Correctional Officers Association and will be returning to your Board at a later date in regards to their contract. Their current furlough was previously extended through October 25, 2013 as a result of the various shift assignments.

At this time, I would like to take this opportunity to again recognize the contributions of County staff in addressing the unprecedented fiscal challenges over the past four fiscal years. Their financial sacrifice and excellent public service during this challenging time is greatly appreciated.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the furlough programs described for the General Representation Unit, District Attorney Association, Middle Management Association, Physicians Representation Unit, District Attorney Inspector Association, Law Enforcement Unit, Law Enforcement Middle Management, Law Enforcement Sheriff's Supervisory Unit, Deputy Probation Officer Association and Unrepresented Employees including Elected Officials and County Counsel Attorneys; and continue exemption from furlough for all employees in Child Support Services.
2. Adopt the attached resolutions implementing the furlough plans for the specified units; and
3. Authorize the Personnel Director, the Auditor-Controller and the County Administrative Officer to take all necessary administrative actions to effectuate the changes as discussed in this letter.

Very truly yours,


Michael J. McDougall
Director of Personnel

RECOMMENDED:


SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor-Controller; Personnel (2); All Department Heads; Patrick Murray, DA Inspector Association; Bob Smith, Middle Management Association; Rob Wade, District Attorneys/Child Support Attorney Association; Debbie Navarez, SEIU; Sue Wilson, UAPD; David Cariaga, Operating Engineers Local Union 3; Theresa Casteneda, Deputy Probation Association.

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

0189

RESOLUTION NO. 207-2013

On the motion of Supervisor Leopold
duly seconded by Supervisor Caput
the following resolution is adopted:

**RESOLUTION TO IMPLEMENT FURLOUGHS FOR THE REMAINDER OF FISCAL YEAR
2013-2014 FOR SPECIFIED UNITS**

WHEREAS, this Board of Supervisors approves negotiated provisions for the County officers, deputies, assistants, and employees; and

WHEREAS, the Board of Supervisors has directed Staff to extend implementation of the furlough plans with all bargaining units.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that a furlough plan be approved for the General Representation Unit from September 28, 2013 through September 26, 2014. Employees will serve 52 hours of unpaid furlough time effective the pay period beginning September 28, 2013.

BE IT FURTHER RESOLVED AND ORDERED that a furlough plan be approved for the Unrepresented Executive Group including Elected Officials and County Counsel Attorneys from September 28, 2013 through September 26, 2014. Employees will serve 52 hours of unpaid furlough time effective the pay period beginning September 28, 2013.

BE IT FURTHER RESOLVED AND ORDERED that a furlough plan be approved for the Middle Management Association from September 28, 2013 through September 26, 2014. Employees will serve 52 hours of unpaid furlough time effective the pay period beginning September 28, 2013.

BE IT FURTHER RESOLVED AND ORDERED that a furlough plan be approved for the District Attorney Inspector Association from September 28, 2013 through September 26, 2014. Employees will serve 52 hours of unpaid furlough time effective the pay period beginning September 28, 2013.

BE IT FURTHER RESOLVED AND ORDERED that a furlough plan be approved for the District Attorney/Child Support Attorney Association from September 28, 2013 through September 26, 2014. Employees will serve 52 hours of unpaid furlough time effective the pay period beginning September 28, 2013.

BE IT FURTHER RESOLVED AND ORDERED that a furlough plan be approved for the Physician's Representation Unit from September 28, 2013 through September 26, 2014. Employees will serve 52 hours of unpaid furlough time effective the pay period beginning September 28, 2013.

BE IT FURTHER RESOLVED AND ORDERED that a furlough plan be approved for the Law Enforcement Unit, Law Enforcement Middle Management Unit, and Law Enforcement Supervisory Unit

from September 28, 2013 through September 26, 2014. Employees will serve 96 hours of unpaid furlough time effective the pay period beginning September 28, 2013.

0190

BE IT FURTHER RESOLVED AND ORDERED that a furlough plan be approved for the Deputy Probation Officer Unit from September 28, 2013 through September 26, 2014. Employees will serve 52 hours of unpaid furlough time effective the pay period beginning September 28, 2013.

BE IT FURTHER RESOLVED AND ORDERED that part-time employees, in all the bargaining units mentioned above, will participate in the furlough plan based on a prorated amount equivalent to their budgeted hours; but in no case shall any employee furlough for less than twenty hours (20) a week per the agreement with CalPERS for medical contributions.

BE IT FURTHER RESOLVED AND ORDERED that furlough hours taken the day before and day after a holiday shall not impact holiday pay for any employees in the above-mentioned bargaining units.

BE IT FURTHER RESOLVED AND ORDERED that furlough hours will not impact probation hours, step advancement hours, county service hours, or seniority for any employees in the above mentioned bargaining units.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Santa Cruz, State of California, this 24th day of September 2013, by the following vote:

AYES:	SUPERVISORS	Leopold, Friend, Caput, McPherson and Coonerty
NOES:	SUPERVISORS	None
ABSENT:	SUPERVISORS	None
ABSTAIN:	SUPERVISORS	None

NEAL COONERTY

Chairperson of the Board

STATE OF CALIFORNIA) COUNTY OF SANTA CRUZ) ss
I, SUSAN A. MAURIELLO, County Administrative Officer and ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California do hereby certify that the foregoing is a true and correct copy of the resolution passed and adopted by and entered in the minutes of the said board. In witness whereof I have hereunto set my hand and affixed the seal of the said Board on <u>9-24</u> 20 <u>13</u>
SUSAN A. MAURIELLO, County Administrative Officer
By <u>[Signature]</u> Deputy

ATTEST: TESS FITZGERALD
Clerk of the Board

Approved as to form:

[Signature]
Assistant County Counsel

cc: Auditor-Controller; Personnel (2) ; All Department Heads; Partick Murray, DA Inspector Association; Bob Smith, Middle Management Association; Rob Wade, District Attorneys/Child Support Attorney Association; Debbie Navarez, SEIU; Sue Wilson, UAPD; David Cariaga, Operating Engineers Local Union 3; Theresa Casteneda, Deputy Probation Association.

Furlough Implementation for the period beginning September 28, 2013
and ending September 26, 2014

Service Employees International Union Local 521

Furlough Implementation:

All employees in this bargaining unit will be required to take 52 hours of unpaid furlough between September 28, 2013 and September 26, 2014. Part-time employees will complete furlough hours on a pro-rated basis based on their budgeted hours except that no budgeted position will be reduced below an average 20 scheduled hours per week.

Dates/Obligation:

There will be 6 building closure dates from September 28, 2013 through September 26, 2014 and one half day building closure date on December 24, 2013. The parties agree that the majority of employees will observe furlough days on the building closure dates. However, it is also acknowledged that there are some operations that are statutorily mandated that cannot be shut down. An employee and department can mutually agree to a different furlough date. Department heads or their designees shall have the authority to approve alternate furlough dates and hours with mutual consent of the employee based on the needs of their department.

September 28, 2013 – September 26, 2014 – Employees in paid status shall have an obligation of 2.0 hours per pay period (pro-rated for part-time employees), regardless of when they take their furlough days.

Leave:

For the purposes of this agreement only, furlough hours shall be treated as regular hours worked for the purposes of accumulating probation hours, step advancement, seniority points, and County Service hours.

Overtime:

For the following classifications, furlough hours off shall be counted as time worked for the purposes of calculating overtime. The affected classifications are:

Public Works Maintenance Worker I – IV
Public Works Supervisor
Heavy Equipment Mechanic I – II
Supervising Heavy Equipment Mechanic
Public Works Dispatcher
Sr. Social Workers (CPS assignment only)
Social work Supervisor II (CPS assignment only)

Holiday:

Furlough hours shall be treated as regular hours worked when determining eligibility for holiday pay.

Exemption from Furlough:

The parties agree to exempt all employees assigned to the Child Support Services Department and the following classifications assigned to work in the Public Works Sanitation Operations Section and/or the Probation Department Juvenile Hall:

Electrical Instrumentation Technician I/II
Electrical Instrumentation Supervisor
Environmental Program Coordinator
Pretreatment Program Specialist
Public works Supervisor
Pump Maintenance Mechanic
Sanitation Maintenance Worker I/II
Sanitation Maintenance Worker III
Treatment Plant Operator
Treatment Plan Operator in Training
Sr. Treatment Plant Operator
Treatment Plan Operations Supervisor
Cook
Head Cook
Group Supervisor I/II
Sr. Group Supervisor
Institutional Supervisor

Smoothing:

The County and the Union agree to implement a payroll "smoothing" system by which employees will experience a furlough deduction. All employees are required to participate in the smoothing program.

September 28, 2013 – September 26, 2014, the smoothing deductions will be from 9/28/13-9/26/14 (PP~~20/13~~²¹ – PP~~18/14~~²⁰) and will be calculated at 2.5% per pay period of 2.0 hours per pay period.

Note: See corrected pay periods — Begins pp 21 and ends pp 20)

Reconciliation:

If an employee is in unpaid status they are not obligated for furlough during those pay periods.

When an employee returns from a leave and/or starts after the furlough has begun, the employee will have an obligation that is pro-rated based on their per pay period obligation listed above.


Extension of Exemption for Tier III:

All "new members" in the General Representation Unit hired on or after January 1, 2013 who are in the Miscellaneous retirement plan, will be exempted from serving the furlough and will not be subject to the 2.5% earnings deduction applicable to other General Representation Unit members for the duration of the current MOU set to expire on September 23, 2016.

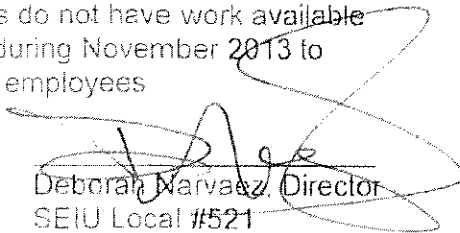
Any new General Representation Unit members hired on or after January 1, 2013 who are in the County Peace Officer Safety retirement plan, unless otherwise exempted herein, will continue to serve the furlough plan as specified and will continue to be subject to the 2.5% earnings deduction applicable to other General Representation Unit members.

County departments will work with employees, in good faith, who are exempted from furlough under this agreement to either modify their work schedules during pay periods with designated building closure days or to work on those days so as to take no reduction in pay. Alternatively, such employees may elect to use time without pay (QX) on designated building closure days or may use their accrued annual leave, if they have any and have worked enough hours to qualify to use such leave. Should an employee choose not to work on a building closure day and take "QX" time instead, the "QX" time shall be treated as if it were furlough time for the purpose of eligibility for holiday pay on the days immediately before or after the building closure day.

The Union shall provide the County with a list by November 1, 2013 of all Tier 3 employees who wish to work during the December 23, 2013 – December 31, 2013 building closure period but whose departments do not have work available for them, and the parties agree to meet and confer during November 2013 to discuss specific plans to address the needs of such employees



Michael J. McDougall, Personnel Director
County of Santa Cruz



Deborah Narvaez, Director
SEIU Local #521

9/10/13

Date

9/17/13

Date

Building Closure Dates September 2013 - September 2014 52 hours

July '13						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '13						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '13						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '13						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '13						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '14						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '14						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '14						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '14						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '14						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '14						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Black Boxes Represent building closure days from September 2013 - September 2014
 Grey Boxes Represent County Holidays
 12/24/13 Represents 1/2 building closure date & 1/2 County Holiday