

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

DEPT: Chief Executive Office

BOARD AGENDA #: *B-4

AGENDA DATE: November 22, 2016

SUBJECT:

Approval of a Full Day Holiday and the Closure of County Offices on Friday, December 23, 2016 and the Closure of All Stanislaus County Libraries on Saturday, December 24, 2016

BOARD ACTION AS FOLLOWS:

No. 2016-572

On motion of Supervisor Withrow, Seconded by Supervisor O'Brien
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

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

MOTION:

ATTEST: Elizabeth A. King
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Chief Executive Office
Urgent Routine

BOARD AGENDA #: _____ *B-4

AGENDA DATE: November 22, 2016

CEO CONCURRENCE: 

4/5 Vote Required: Yes No

SUBJECT:

Approval of a Full Day Holiday and the Closure of County Offices on Friday, December 23, 2016 and the Closure of All Stanislaus County Libraries on Saturday, December 24, 2016

STAFF RECOMMENDATIONS:

1. Approve a full day holiday for December 23, 2016.
2. Authorize the closure of County Offices on Friday, December 23, 2016.
3. Authorize the closure of all County Libraries on Saturday, December 24, 2016.

DISCUSSION:

The Chief Executive Office is requesting approval of the closure of County Offices on Friday, December 23, 2016 and the granting of a full day holiday for County employees. County ordinance currently provides four hours of holiday time when Christmas Eve falls on a weekday. Section 3.48.010 reads:

Employees shall be entitled to the following holidays:

Four hours when Christmas Eve falls on any day of the week except Saturday or Sunday. Employees required to work full shifts, including Saturday or Sunday, on Christmas Eve shall be credited with four hours of vacation time.

As Christmas Eve, December 24, falls on a Saturday this year, most employees would not receive the four hours of holiday time (or holiday credit) as provided for in County Ordinance. County Offices will be closed the following Monday, December 26th, 2016 when the Christmas day holiday is observed.

This proposal would provide for the closure of County offices on December 23, 2016 and grant eight hours additional holiday time to all employees. Employees required to work a full shift on Friday, December 23, 2016 will receive 8 hours of holiday credit. For those required to work on Christmas Eve or Christmas day, all other holiday provisions in the MOUs relative to the ordinance above will remain in effect.

If approved by the Board of Supervisors, all County Offices not required to work to meet State Mandate responsibilities, the provision of essential local services, or required to address other exigent circumstances will be closed. As with all County holidays and other office closures,

Approval of a Full Day Holiday and the Closure of County Offices on Friday, December 23, 2016 and the Closure of All Stanislaus County Libraries on Saturday, December 24, 2016

Department Heads will be responsible to determine if staff will be retained to meet local needs or state mandate requirements.

The demand for County services during the Christmas holiday period is historically low and it is recommended that the Board grant employees this additional day off in order to enjoy an extended holiday weekend.

The Library is requesting the closure of all County Libraries on December 24, 2016 as the branches are only open minimally on that day. Currently, three branches will be open for only one hour, six branches will be open for two hours and four branches are not scheduled to be open that day. This is traditionally an extremely slow period with less than 25% of normal activity. Staff assigned to cover the facilities on that day would be required to adjust their schedule for the rest of the week or, alternatively, extra help staff would need to be utilized to cover. The Library sees it as the best use of County funds to close all Libraries on December 24, 2016.

POLICY ISSUE:

The Board of Supervisors should consider the effect of these closures on the policy direction and priorities for the organization. Approval of this request will provide most County employees the opportunity to spend additional time with family and friends. While approval of this request will reduce access to public services on December 23 and 24, 2016, the demand for services during this period has traditionally been low.

FISCAL IMPACT:

Closing the County Libraries on December 24, 2016 will have minimal impact on the Library's current budget. The cost for the County-wide closure on December 23, 2016 is detailed below and will be funded within existing approved appropriations.

Cost of recommended action:		\$ 1,476,549
Source(s) of Funding:		
Non General Fund Revenues	\$ 945,536	
Funding Total:		\$ 945,536
Net Cost to County General Fund		<u>\$ 531,013</u>

Fiscal Year:

2016-2017

Budget Adjustment/Appropriations needed:

No

BOARD OF SUPERVISORS' PRIORITY:

The recommended action supports the Board's priority of the Efficient Delivery of Public Services.

STAFFING IMPACT:

There is no impact on staffing resulting from this change.

Approval of a Full Day Holiday and the Closure of County Offices on Friday, December 23, 2016 and the Closure of All Stanislaus County Libraries on Saturday, December 24, 2016

CONTACT PERSON: Tamara Thomas, Interim Human Resources Director, 209-525-6333

ATTACHMENT(S): None