

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

DEPT: Chief Executive Office

BOARD AGENDA:7.B.11
AGENDA DATE: April 17, 2018

SUBJECT:

Approval of Revised County Personnel Policy regarding Double Filling of Positions

BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2018-0160

On motion of Supervisor Withrow , Seconded by Supervisor Chiesa
and approved by the following vote,

Ayes: Supervisors: Olsen, Chiesa, Withrow, Monteith, and Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

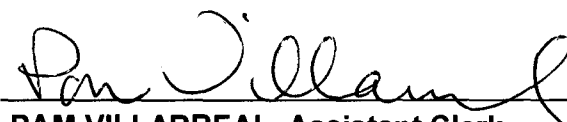
2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST:


PAM VILLARREAL, Assistant Clerk

File No.

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

DEPT: Chief Executive Office

BOARD AGENDA:7.B.11
AGENDA DATE: April 17, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval of Revised County Personnel Policy regarding Double Filling of Positions

STAFF RECOMMENDATION:

1. Approve the revised Double Fill Policy to authorize the Chief Executive Office Human Resources Director, or designee, to approve double fill requests for up to eight weeks.

DISCUSSION:

The Chief Executive Office Human Resources Division has identified a need to modify the County's Double-Fill Policy due to the changing needs of the organization. The definition of a double-fill is the act of filling one position with two employees for a temporary period of time to allow sufficient time to transfer critical knowledge from the employee exiting the position to the employee entering the position. The current policy provides that the Chief Executive Office may approve a double-fill request for up to three weeks. If the request is more than three weeks, it will require a Board Agenda Item for the Board of Supervisors approval.

As the County workforce is shifting, we have experienced an increase in the number of highly experienced employees retiring from the workforce. County Departments have requested that the Chief Executive Office modify various policies and procedures to support their ongoing attempts to implement effective workforce planning in support of key business operations. The requested policy modification will support these succession planning efforts.

Staff have reviewed double-fill requests going before the Board of Supervisors for the last two years and have identified eight weeks as the most common period of time requested by departments. It is recommended to modify the County Personnel Policy to reflect that double-fill requests up to eight weeks may be reviewed and approved by the Chief Executive Office Human Resources Director or designee to allow for more flexibility and hiring efficiencies for the Departments. Double-fill requests above eight weeks will continue to go to the Board of Supervisors for approval.

POLICY ISSUE:

Approval of the proposed policy revisions supports the Board priority of Efficient Delivery of Public Services by providing a more flexible process to allow the transition of knowledge from one employee to another.

FISCAL IMPACT:

The current double-fill policy requires that departments must have sufficient funding in the department's existing budget to fund the costs of both positions during the requested double-fill period. The revised policy will continue this same requirement to use existing budget resources to support any future request. In addition, approval of double-fill positions is limited to those key business operations that demonstrate a critical risk to the organization that if not approved will generate negative financial consequences to the integrity of County services.

BOARD OF SUPERVISORS' PRIORITY:

This policy supports the Board's priority of an Efficient Delivery of Public Services.

STAFFING IMPACT:

There are no staffing impacts associated with this item.

CONTACT PERSON:

Tamara Thomas, Human Resources Director, 209-525-6333

ATTACHMENT(S):

1. Double Fill Policy Revisions

[The Double Fill provisions are located in two different areas of the Personnel HR Guide
TAB 3 under Appointments](#)

DOUBLE FILLING OF POSITIONS—Personnel Policy

Provision is hereby made to provide overlap for training in highly skilled or technical areas where incumbents are leaving/retiring and their replacements need to have the benefit of their expertise. [The Chief Executive Office Human Resources Director or designee may approve a double-fill request up to eight weeks. Any double-fill request over eight weeks will require Board of Supervisors approval.](#)

The following guidelines would be applicable:

1. The requesting department would present [in advance](#), a request justifying the double-fill to the Chief Executive Office [Human Resources Division](#).
2. The ~~Chief Executive Office~~ [Human Resources Director or designee](#) would affirm the need as justifiable, or reject the request.
3. If approved, the requesting department would affirm that monies were available in the departmental budget.
4. The ~~Chief Executive Officer~~ [Human Resources Division](#) would notify the Auditor-Controller that a double-fill had been approved subject to existing department budget limitations.
5. The double-fill would last no more than ~~three-eight~~ [weeks](#) and would cease automatically when the training is completed. Any double-fill beyond ~~three-eight~~ [weeks](#) requires Board of Supervisors approval before making the appointment.

[TAB 5 under Recruitments and Selections Procedures](#) (References and summarizes Tab 3)

[8. Double-Filling of Positions](#)

[A position may be double-filled to provide for training in highly skilled or technical areas where the replacement needs to have the benefit of the expertise of the departing employee. Must have prior Chief Executive Office Human Resources Director authorization. See Tab 3.](#)

[A. The requesting department must present a request justifying the double-fill to the Chief Executive Office Human Resources Director or designee, and verifying sufficient budget resources.](#)

B. The Human Resources Director notifies the Auditor-Controller that a double-fill has been approved subject to existing department budget limitations.

C. Double-fills typically last no more than eight weeks. Board of Supervisors approval is required for a longer period of time.