



**RESOLUTION NO. 026-2009**

**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

**WHEREAS**, the County of El Dorado is facing serious economic hardships, and

**WHEREAS**, in response to these constraints, there is an ongoing critical need to reduce expenditures, and

**WHEREAS**, a Mandatory Temporary Layoff Program (unpaid leave of absence) is a viable method for achieving savings through employee reduction of hours paid; and

**WHEREAS**, it is in the County's best interest to support and encourage such a program; and

**WHEREAS**, in accordance with the provisions of the Memoranda of Understanding Between the County of El Dorado and the affected Labor Organizations, Personnel Management Resolution #224-84 and Salary and Benefits Resolution #323-2001 as amended, the Board may direct a temporary layoff of up to ten (10) working days of specific employees or classifications; and

**WHEREAS**, on December 9, 2008, the Board adopted Resolution #326-2008 implementing a Mandatory Temporary Layoff program of ten (10) days through June 30, 2009 for employees within the Development Services Department.

**BE IT RESOLVED** that the Board of Supervisors hereby directs the Mandatory Temporary Layoff of five (5) working days for all non-elected employees, with the exception of employees who are covered by the Local Agency Personnel Standards and employees who are covered under County Charter Section 504, through June 30, 2009. The Mandatory Temporary Layoff program shall be subject to the following provisions which shall supersede respective Memoranda of Understanding between the County of El Dorado and the affected Labor Organizations, Personnel Policy #7, Personnel Policy #8, El Dorado County Salary and Benefits Resolution for Unrepresented Employees, El Dorado Compensation Administration Resolution and El Dorado County Personnel Management Resolution.

1. Participation in the Temporary Layoff Program is mandatory and is subject to department head approval based upon the needs of the service.
2. Temporary Layoff time may be used to reduce the workday, to reduce the work week, or be taken in blocks of time as an employee now utilizes vacation or compensatory leave.
3. Temporary Layoff time shall not exceed the total number of hours in the employee's ongoing work schedule in a regular pay period.
4. Temporary Layoff time shall count as paid time in determining sick leave and vacation accrual, and holiday eligibility.

5. Temporary Layoff time shall apply time in service for step advancement, completion of probation, and toward seniority for purpose of layoff.
6. Temporary Layoff time shall be granted without requiring employees to first use accumulated vacation and compensatory time off.
7. Temporary Layoff time shall not be available to employees on other leave without pay.
8. Requests for Temporary Layoff time must be made in writing for a specific period of time and approved by the appointing authority prior to the employee taking time under this program.
9. Employees eligible for shift differential will receive shift differential based upon hours actually worked in accordance with the M.O.U. or Salary and Benefits Resolution. Longevity pay will continue to be calculated on base salary in accordance with the M.O.U. or Salary and Benefits Resolution.
10. Temporary Layoff approved leave time shall count as paid time in determining the level of the County's contribution to County sponsored health plans; for employees eligible for the optional benefits program, entitlements shall not be reduced as a result of participation in the Temporary layoff program.
11. A reduction in hours under the Temporary Layoff Program shall not be considered as hours in pay status for the purpose of overtime entitlements.
12. There shall be no reduction in entitlements to Management Leave or to Special Leave as a result of participation in the Temporary Layoff Program.
13. The administration of the Temporary Layoff Program is subject to the standard procedures of the Auditor Controller.
14. Unless otherwise amended or discontinued by the Board of Supervisors, this program will extend through June 30, 2009.
15. Temporary Layoff time may be taken on County paid holidays in lieu of holiday pay.
16. Employees will be responsible for tracking Temporary Layoff time used and are required to use 40 hours of Temporary Layoff time prior to June 30, 2009.
17. Employees who have reduced time under the VTO Program shall receive full credit for all hours reduced under that program toward the Temporary Layoff Program.
18. Employees in the Development Services Department who have reduced time under Resolution #326-2008 are not covered by this resolution.

NOW, THEREFORE, BE IT RESOLVED

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 10<sup>th</sup> day of February, 2009, by the following vote of said Board:

**Attest:**

Suzanne Allen de Sanchez  
Clerk of the Board of Supervisors

**Ayes:**

**Noes:**

**Absent:**

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_ Chairman, Board of Supervisors

**I CERTIFY THAT:**

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

**DATE:** \_\_\_\_\_

**Attest:** SUZANNE ALLEN DE SANCHEZ, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: \_\_\_\_\_