



**RESOLUTION NO.**  
**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 Section 1005 and Salary and Benefits Resolution, the Board may direct a temporary layoff of up to ten (10) working days of specific employees or classifications.

**BE IT RESOLVED** that the Board of Supervisors hereby directs Mandatory Temporary Layoff for the following departments through June 30, 2010:

All classifications within the department of County Counsel shall be subject to a Mandatory Temporary Layoff of 40 hours for full time employees, or 20 hours for employees working 40 hours or less per pay period, before July 1, 2010.

All classifications within the department of Treasurer/Tax Collector shall be subject to a Mandatory Temporary Layoff of 80 hours before July 1, 2010.

All classifications within the Office of the Assessor, with the exception of employees who work 32 hours or less per week, shall be subject to a Mandatory Temporary Layoff of 80 hours before July 1, 2010.

All classifications within the department of Human Resources/Risk Management shall be subject to a Mandatory Temporary Layoff of 80 hours before July 1, 2010.

All classifications within the department of the Surveyor's Office shall be subject to a Mandatory Temporary Layoff of 80 hours before July 1, 2010.

All classifications within the department of the Chief Administrative Office shall be subject to a Mandatory Temporary Layoff of 80 hours before July 1, 2010.

All classifications within the department of Veteran Affairs shall be subject to a Mandatory Temporary Layoff of 80 hours before July 1, 2010.

All classifications within the department of the Public Defender shall be subject to a Mandatory Temporary Layoff of 80 hours for those employees that work more than 40 hours per pay period and 40 hours for employees working 40 hours or less per pay period before July 1, 2010.

All classifications, except the Ag Biology Technician, within the department of Agriculture, Weights & Measures, shall be subject to a Mandatory Temporary Layoff of 32 hours for those employees that work more than 40 hours per pay period and 16 hours for employees working 40 hours or less per pay period before July 1, 2010.

All classifications within the Library department shall be subject to a Mandatory Temporary Layoff of 80 hours for those employees that work 80 hours per pay period, 56 hours for employees that work between 56-79 hours per pay period, and 40 hours for employees that work less than 56 hours per pay period before July 1, 2010.

All classifications within the department of Development Services shall be subject to a Mandatory Temporary Layoff of 40 hours before January 1, 2010.

All classifications within the Sheriff's Office shall be subject to Mandatory Temporary Layoff of 80 hours for full time employees before July 1, 2010 with the exception of: Deputy I, Deputy II, Sheriff's Sergeant, Sheriff's Lieutenant, Sheriff's Captain, Correctional Officer I, Correctional Officer II, Correctional Sergeant, Correctional Cook, Correctional Food Services Supervisor, Public Safety Dispatcher I, Public Safety Dispatcher II, Senior Public Safety Dispatcher, Supervising Public Safety Dispatcher, Undersheriff and Sheriff.

The following employees within the department of Human Services shall be subject to a Mandatory Temporary Layoff of the hours specified before July 1, 2010:

***Public Guardian Employees***

<b><i>Name</i></b>	<b><i>MTL Hours</i></b>
<i>Barineau, Susan J</i>	<i>80</i>
<i>Cain, Kathryn E</i>	<i>80</i>
<i>Dancer, Dawn</i>	<i>80</i>
<i>Goucher, Jayle M</i>	<i>80</i>
<i>Klaus, Tracy L</i>	<i>80</i>
<i>Pollard, Marie</i>	<i>80</i>
<i>Mccormick, Amber</i>	<i>80</i>
<i>Miller, Amy D</i>	<i>80</i>
<i>Robertson, Mari L</i>	<i>80</i>
<i>Thomas, Joyce K</i>	<i>80</i>
<i>Troyer, Rose M</i>	<i>80</i>

***Aging and Adult Continuum of Care Employees***

<b><i>Name</i></b>	<b><i>MTL Hours</i></b>
<i>Bailey, Kelly A</i>	<i>80</i>
<i>Bragg, Tammy E</i>	<i>80</i>
<i>Byrne, Julie F</i>	<i>80</i>
<i>Coleman, Carmen F</i>	<i>80</i>
<i>Cooney, Celeste Y</i>	<i>40</i>
<i>Dean, Linda D</i>	<i>40</i>
<i>Filgo, Jody L</i>	<i>64</i>
<i>George, Loretta J</i>	<i>64</i>
<i>Green, Ruth T</i>	<i>80</i>
<i>Hamilton, Alfred L</i>	<i>40</i>
<i>Harbert, Amanda L</i>	<i>24</i>
<i>Hunter, Michelle E</i>	<i>64</i>
<i>Johnston, Deborah A</i>	<i>60</i>
<i>Lindstrom, Christine G</i>	<i>50</i>
<i>Mace, Lisa C</i>	<i>80</i>
<i>Muntz, Shirley A</i>	<i>64</i>
<i>Pearce, Deborah J</i>	<i>44</i>
<i>Reveile, Rene</i>	<i>64</i>
<i>Rust, Susan L</i>	<i>64</i>
<i>Shaeffer, Teresa</i>	<i>64</i>
<i>Steele, Diana B</i>	<i>80</i>
<i>Toner, Anita M</i>	<i>64</i>
<i>Warden, Janice</i>	<i>80</i>
<i>Warren, Lora D</i>	<i>64</i>

**BE IT RESOLVED** for the provisions to continue as follows and 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 according to the following terms:

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, 2010.
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 the specified hours of Temporary Layoff time prior to June 30, 2010.
17. Temporary Layoff time may be pro-rated at the discretion of the department head if an employee is hired after July 1, 2009.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 21<sup>st</sup> day of July, 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: \_\_\_\_\_