

DEPARTMENT: Board BY: Greg Iturria, County Administrative Officer PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Resolution removing the flex schedule for the Office Assistant II position assigned to the Board of Supervisors, and directing that a work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. be established.

Further, authorize that upon the request of the incumbent employee, and with the concurrence of the County Administrative Officer that work hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. (one-half hour lunch) be allowed on an interim basis.

The incumbent employee is in the process of relocating, and the change in work schedule accommodates the employee as well as the Board/Administrative Office functions. A copy of the request has been provided to the Union.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this specific request.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1) Approve
- 2) Provide alternative direction

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 01-230 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved () Denied

Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

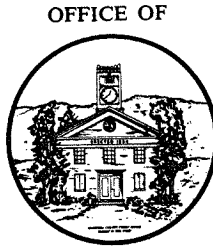
Submitted with Comment

Returned for Further Action

Comment: _____

C.A.O. Initials: [Signature]

JEFFREY G. GREEN
County Counsel
(209) 966-3222



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Mariposa, CA 95338
FAX (209) 966-5147

The County Counsel
MARIPOSA COUNTY
July 10, 2001

Debra Rockwood, Field Representative
SEIU Local 535
5756 N. Marks Avenue, Suite 152
Fresno, CA 93711

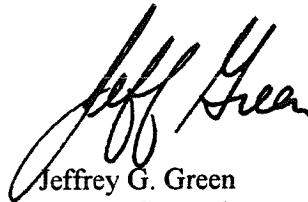
Re: Flex Schedule for Office Assistant II Position/Board of Supervisors

Dear Debra:

I am enclosing for your review and comment a Board package requesting that the flex schedule for the Office Assistant II position assigned to the Board of Supervisors be removed from the flex schedule and directing that a work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. be established. Additionally, we are requesting that the County Administrative Officer be allowed to permit the incumbent employee to work Monday through Friday, 8:00 a.m. to 4:30 p.m., upon her request as a result of her relocating from the county. We are requesting the removal of the flex schedule based upon our analysis that the flex schedule has created a hardship within our office. Having the Office Assistant II position, which is our receptionist, vacant from the office every other Monday has created an extreme hardship relative to covering the front desk for reception duties. We did not want to remove the flex schedule during the incumbency of the current employee. However, because the current employee has requested a different schedule and because that employee is relocating from the county and will ultimately resign her position, we believe now is the appropriate time to remove the flex schedule.

Should you have any comments relative to this matter, please feel free to contact the undersigned. This matter will be placed on the Board's agenda for approval on August 7, 2001.

Very truly yours,



Jeffrey G. Green
County Counsel

rs

encl/as stated

cc: Gregory G. Iturria, County Administrative Officer w/o encl
Margie Williams, Clerk of the Board w/o encl