

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

DATE: 11/13/01
AGENDA ITEM NO.: #1

DEPARTMENT: **Human Services**

BY: **Cheryle Rutherford-Kelly** PHONE: **966-3609**

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No X)

SEE ATTACHMENT, Page One

BACKGROUND AND HISTORY OF BOARD ACTIONS:

SEE ATTACHMENT, Page One

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

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.: 01-312 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
hmm 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

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

____ Recommended
____ Not Recommended
____ For Policy Determination
X Submitted with Comment
____ Returned for Further Action

Comment: Board should cap the
total vacation that can be
accrued.
C.A.O. Initials: hmm



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: CHERYLE RUTHERFORD-KELLY, HUMAN SERVICES DIRECTOR

FROM: MARGIE WILLIAMS, Clerk of the Board 

SUBJECT: AUTHORIZATION FOR SOCIAL WORKER LANGWORTHY TO EXCEED
VACATION ACCRUAL LIMIT
Res. No. 01-312

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on, November 13, 2001

ACTION AND VOTE:

Cheryle Rutherford-Kelly, Human Service Director;
Authorize Dorothy Langworthy, a Social Worker in Child Welfare, to Temporarily Accrue More than 240
Hours of Vacation

BOARD ACTION: Discussion was held and Cheryle Rutherford-Kelly recommended a cap of 340 hours
and advised that the employee will begin taking vacation time in January, 2002, when there is better staff
coverage. (M)Stewart, (S)Pickard, Res. 01-312 adopted approving the request with a cap of 340 hours for
this one situation/Ayes: Unanimous. Supervisor Parker requested that future requests be made in advance
of exceeding the vacation limit.

cc: Ken Hawkins, Auditor
Sandi Laird, Personnel/Risk Management Technician
File



**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 7 • Mariposa, CA 95338 • (209) 966-2131 • Fax (209) 966-5943

Alcohol & Drug Community Action Housing Authority Mental Health Public Guardian/Conservator Social Services
CHERYLE RUTHERFORD-KELLY, MSW, DIRECTOR

October 31, 2001

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly *Cheryle Rutherford-Kelly*
RE: Child Welfare Services / Authorization to Temporarily Surpass Accrued Vacation
Limitations

RECOMMENDATION

It is respectfully recommended that your Board authorize Dorothy Langworthy, a social worker in child welfare, to temporarily accrue more than 240 hours of vacation.

BACKGROUND / CURRENT SITUATION

Your Board is aware of the shortfall of child welfare social workers nation wide and have assisted the department to become more competitive in our recruitment efforts. In the interim, the existing staff able to respond to emergencies, write court reports and counsel children and families, are working far over a 60-hour week. It is very difficult for them to schedule vacation time.

We want to acknowledge the outstanding dedication of the individuals who have served this County's children. In November 2001 we are hiring another social worker and yet another is scheduled to commence employment in December. However, during this interim time and as the new workers learn this County's procedures, it is extremely difficult for the existing staff to reduce hours. Therefore, we need to be flexible in allowing these employees to accumulate hours until we have sufficient staff to allow for vacation schedules.

Dorothy Langworthy exceeded the 240 hour limit in May 2001, when her total reached 240.78. As of October 20, 2001, her total accumulated hours is 281.43. Ms. Langworthy did request permission to exceed the 240 hour limit prior to exceeding it. The department did encourage Ms. Langworthy to take time off, but in reality there was no way she could do that and safeguard the children on her caseload. We are therefore requesting that this approval be retroactive to May 2001.

FINANCIAL

There is no impact on the general fund.



MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT

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Alcohol & Drug Community Action Housing Authority Mental Health Public Guardian/Conservator Social Services
CHERYLE RUTHERFORD-KELLY, MSW, DIRECTOR

FAMILY SERVICES

DOROTHY LANGWORTHY- ACCRUED VACATION SCHEDULE

| <u>DATE</u> | <u>EARNED HRS</u> | <u>TAKEN</u> | <u>BAL. HRS</u> |
|-------------|-------------------|--------------|----------------------|
| 04/20/01 | | | 235.45 |
| 05/20/01 | 13.33 | 8 | 240.78 |
| 06/20/01 | 13.33 | | 254.11 |
| 07/20/01 | 13.33 | 3 | 264.44 |
| 08/20/01 | 13.33 | 15 | 262.77 |
| 09/20/01 | 13.33 | | 276.10 |
| 10/20/01 | 13.33 | 8 | 281.43 |
| 11/20/01 | 13.33 | | 294.76 |
| 12/20/01 | 13.33 | | <u>308.09</u> |

| | |
|------------------------------|----------------------|
| MAXIMUM ALLOWABLE CARRY OVER | 240.00 |
| OVERAGE | 68.09 |
| | <u>308.09</u> |