



MARIPOSA COUNTY

Public Works • (209) 966-5356



RESOLUTION - ACTION REQUESTED 2016-228

MEETING: May 10, 2016

TO: The Board of Supervisors

MINUTE ORDER ATTACHED

FROM: Tony Stobbe, Public Works Director

RE: Public Works Hours of Operation and Work Schedules

RECOMMENDATION AND JUSTIFICATION:

Approve Revisions to the Hours of Operation for the Public Works Department With an Effective Date of June 1, 2016; and Authorize the Director of Public Works to Establish Policies and Procedures for Work Schedules for the Department pursuant to a Policy that governs the same.

Hours of operation and work schedules in the Public Works Department are currently guided by at least 9 different Board actions over a 20 year period from 1994 to 2014. The result is a somewhat complex and relatively inflexible situation for Department employees and leadership as they seek to provide the best possible customer service and efficiency. This item proposes to consolidate the authorities into a single Board action that will set hours of operation for the Department and authorizes the Public Works Director to establish policies and procedures for work schedules. Attached for reference are Appendix B for the respective unions that indicates current Board approved schedules.

The Hours of Operation across the Department will change from 7:00 a.m. - 5:30 p.m. to 8:00 a.m. - 4:30 p.m. Based on a year of observation of customer visits, and the alignment of these proposed hours with other similar Departments (i.e. Planning and Building) it is not anticipated that this reduction will hinder the ability of customers (the public and other County Departments) to obtain service.

Additionally, it is requested that the Board not prescribe or specify Alternate Work Schedules for the Department, and instead authorize the Director to establish Policies and Procedures to guide the approval of individual employee start/stop times and work schedules, including approval of Alternative Work Schedules. A proposed draft of this guidance has been prepared, and in cooperation with the Human Resources Director/Risk Manager, has been shared with Union representatives per the applicable sections of the Memorandum of Understanding (MOU) with the Mariposa County Managerial and Confidential Organization (MCMCO) and the Service Employees International Union (SEIU), and with employees. The latest version of this Policy is attached. It should be noted that SEIU is not in concurrence with this Policy and

instead has indicated their desire to maintain existing schedules as defined in the County-SEIU MOU. Under the SEIU-County MOU, SEIU has been informed that they have a right to appeal their concern to the Board of Supervisors.

One substantial benefit of authority to approve start/stop times and Alternative Work Schedules residing at the Director level will be the ability to respond to short, intermediate, and long term issues that often arise as a result of the diverse areas of responsibility of the Department. This approach is consistent with what is in place in other County Departments, many of which have "as approved by the Department Head" provisions on the subject of Alternative Work Schedules.

If this item is approved, existing work schedules will remain in place until a determination is made for each employee, work group, or Division which is expected to be no earlier than June 1, 2016.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board resolutions currently guiding hours of operation and work schedules in the Public Works Department include 94-63, 94-464, 95-511, 96-138, 96-139, 00-187, 05-492, 06-555, and 14-637.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board could choose to retain the current structure of Resolutions with the understanding that this arrangement likely hinders that ability of the Department to respond to issues and situations. The Board could also direct the Department maintain current hours of operation while authorizing the Director to establish policies and procedures for work hour and Alternative Work Schedules. The Board could also choose to direct modifications to the proposed policy.

FINANCIAL IMPACT:

No financial impact.

ATTACHMENTS:

Public Works Schedule Policy (PDF)

Appendix B SEIU and MCMCO (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 5/5/2016

RESULT: ADOPTED AS AMENDED [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier



COUNTY of MARIPOSA

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



JOHN CARRIER, CHAIR
MARSHALL LONG, VICE-CHAIR
ROSEMARIE SMALLCOMBE
MARSHALL LONG
KEVIN CANN

DISTRICT V
DISTRICT III
DISTRICT I
DISTRICT III
DISTRICT IV

MARIPOSA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

TO: **TONY STOBBE**/Public Works Director; and **STEVE JOHNSON**/Human Resources Director-Risk Manager

FROM: RENÉ LaROCHE, Clerk of the Board *RL*

SUBJECT: Approve Revisions to the Hours of Operation for the Public Works Department with an Effective Date of June 1, 2016; and Authorize the Director of Public Works to Establish Policies and Procedures for Work Schedules for the Department Pursuant to a Policy that Governs the Same

Resolution: 16-228

The following direction was given by the Mariposa County Board of Supervisors on **May 10, 2016:**

1. Public Works RES-2016-228

Approve Revisions to the Hours of Operation for the Public Works Department with an Effective Date of June 1, 2016; and Authorize the Director of Public Works to Establish Policies and Procedures for Work Schedules for the Department Pursuant to a Policy that Governs the Same

Tony Stobbe/Public Works Director gave the staff report. Steve Johnson/Human Resources-Risk Manager discussed the process that was followed and the communications to, and responses from, representatives of the Service Employees International Union (SEIU.) Board members sought clarification regarding the item. Responses were given by either Mr. Stobbe or Mr. Johnson.

During public comment, Andy Christiansen/SEIU representative, Mark Stephens/SEIU Local 521 Chapter President, and Ben Mitchell/SEIU Chief Shop Steward urged against the item; and Ron Iudice urged in favor of the item.

11:38 AM Chair Carrier recessed the meeting as the Board is scheduled to serve lunch at the Senior Center at Noon, and announced that it would reconvene at 2:00 PM. Steven W. Dahlem/County Counsel admonished the Board that they are not to discuss this issue at the Senior Center.

2:00 PM Chair Carrier reconvened the meeting, noting that all supervisors were present.

Board deliberation ensued.

AMENDMENT: *Add the following language to the last sentence of paragraph 3 under "Policy," and to the end of paragraph 4C under "Policy," in the Public Works Schedule Policy (agenda attachment H.1.a): "with a minimum of two weeks prior notification."*

RESULT: **ADOPTED AS AMENDED [UNANIMOUS]**

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

cc: File