



Legislation Details (With Board Report)

File #: 16-821 **Name:** FY16-17 Layoff Report
Type: General Agenda Item **Status:** Passed
File created: 6/22/2016 **In control:** Board of Supervisors
On agenda: 6/28/2016 **Final action:** 6/28/2016
Title: Consideration of a Resolution:
a. Authorizing the issuance of lay-off notices to impacted employees no sooner than June 29, 2016 with an effective date of July 21, 2016;
b. Authorizing County negotiators to meet with the Unions/Associations upon request of the Unions/Associations;
c. Authorizing the Human Resources Department to collaborate with departments to provide in-placement and out-placement services;
d. Granting flexibility to the RMA Department to withhold the issuance of a lay-off notice(s) due to employee movement, unanticipated vacancies, retirements or resignations that may occur; and
e. Authorizing the Human Resources Department to add Allocation on Loan positions as necessary due to layoff timing extending into the beginning of Fiscal Year 2016-17.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Resolution, 3. Attachment A - RMA FY16-17 Reccomended Position Reductions, 4. Completed Board Order & Resolution

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|----------|--------|
| 6/28/2016 | 1 | Board of Supervisors | approved | Pass |

Consideration of a Resolution:
a. Authorizing the issuance of lay-off notices to impacted employees no sooner than June 29, 2016 with an effective date of July 21, 2016;
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c. Authorizing the Human Resources Department to collaborate with departments to provide in-placement and out-placement services;
d. Granting flexibility to the RMA Department to withhold the issuance of a lay-off notice(s) due to employee movement, unanticipated vacancies, retirements or resignations that may occur; and
e. Authorizing the Human Resources Department to add Allocation on Loan positions as necessary due to layoff timing extending into the beginning of Fiscal Year 2016-17.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution:
a. Authorizing the issuance of lay-off notices to impacted employees no sooner than June 29, 2016 with an effective date of July 21, 2016;
b. Authorizing County negotiators to meet with the Unions/Associations upon request of the Unions/Associations;
c. Authorizing the Human Resources Department to collaborate with departments to provide in-placement and out-placement services;
d. Granting flexibility to the RMA Department to withhold the issuance of a lay-off notice(s) due to employee movement, unanticipated vacancies, retirements or resignations that may occur; and

e. Authorizing the Human Resources Department to add Allocation on Loan positions as necessary due to layoff timing extending into the beginning of Fiscal Year 2016-17.

SUMMARY:

This report requests authority to begin the process necessary to reduce the County's workforce totaling two (2) filled positions.

DISCUSSION:

The recommended action requests authority to issue lay-off notices no sooner than June 29, 2016 with an effective of July 21, 2016. The County Administrative Office has produced a fiscally sound and structurally balanced Recommended Budget. However, the continuing decline in gas tax revenue, which provides the primary source of funding for road and bridge maintenance, combined with increased costs for employee benefits and the ERP upgrade, results in a reduction of two (2) positions in the recommended budget for RMA-Public Works.

The Human Resources Department is responsible for coordinating the County layoff procedures, which include directing affected departments to prepare seniority lists; reviewing, analyzing and approving bumping rights of affected employees; communicating with employee bargaining units where applicable; and utilizing the Support for Employment and Educational Knowledge (S.E.E.K.) in-placement and out-placement program to assist impacted employees.

The recommended action further requests authority to withhold the issuance of lay-off notices under certain conditions such as employee movement, retirements or resignations that may occur. The issuance of layoff notices on or after June 29, 2016 will result in employee's remaining on the County payroll after the beginning of the new Fiscal Year. Authorizing the Allocation on Loan positions will allow for the employees to remain on the Payroll system through the end of the layoff process as necessary.

The Position Reduction list noted as attachment "A" delineates the two filled positions by classification and bargaining unit in Public Works that are slated for lay-off.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office Budget & Analysis Division and the Human Resources Department have worked closely together with the RMA Department to define those positions affected by budget reductions.

FINANCING:

Approvals of these actions are a necessary part of implementing a fiscally sound, balanced and sustainable budget.

Prepared by: Yvonne Walker, Human Resources Program Manager, 796-3087

Approved by: Manuel T. González, Interim Human Resources Director, 796-3593

Attachments:

Resolution

Attachment A: RMA FY 2016-17 Recommended Budget Filled Position Reductions