



Legislation Details (With Board Report)

**File #:** RES 20-092      **Name:** Reduction in Force  
**Type:** BoS Resolution      **Status:** Passed - Human Resources Department  
**File created:** 6/9/2020      **In control:** Board of Supervisors  
**On agenda:** 6/16/2020      **Final action:** 6/16/2020

**Title:** Consideration of a Resolution:  
a. Authorizing the issuance of a layoff notice to an impacted employee no sooner than June 18, 2020, with an effective date of July 10, 2020; and  
b. Authorizing County negotiators to meet with Service Employees International Union (SEIU) Local 521 upon request of SEIU; and  
c. Authorizing the Human Resources Department to collaborate with Departments to provide in-placement and outplacement services; and  
d. Granting flexibility to withhold the issuance of the layoff notice due to employee movement, unanticipated vacancies, retirements, or resignations that may occur; and  
e. Authorizing the Human Resources Department to add an Allocation on Loan position due to layoff timing extending into the beginning of Fiscal Year 2020-21.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Resolution HRD RIF, 3. Item No. 11 Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
6/16/2020	1	Board of Supervisors		

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**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a Resolution:  
a. Authorizing the issuance of a layoff notice to an impacted employee no sooner than June 18, 2020, with an effective date of July 10, 2020; and  
b. Authorizing County negotiators to meet with Service Employees International Union (SEIU) Local 521 upon request of SEIU; and  
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extending into the beginning of Fiscal Year 2020-21.

SUMMARY/DISCUSSION:

The Laguna Seca Rifle & Pistol Range has had difficulty keeping up with rising costs such as recently negotiated pay raises, the rapidly increasing cost of employee benefits, and higher costs associated with general liability insurance. The Range does not have an adequate revenue stream to keep up with these rising costs, resulting in a funding gap to support existing staffing and core services.

The County Administrative Office has identified one (1) filled Range Aide position at-risk of expiring at the end of the current fiscal year without augmentations in discretionary County funding.

The Human Resources Department (HRD) 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. The recommended actions requests authority to issue the layoff notice no sooner than June 18, 2020, with an effective date of July 10, 2020. No layoff notice will be issued prior to June 18, 2020.

HRD is also responsible for communicating with employee bargaining units where applicable; and utilizing the Supporting - Empowering - Engaging - Keeping (SEEK) in-placement and outplacement program to assist impacted employees.

The recommended action further requests authority to withhold the issuance of the layoff notice under certain conditions, such as employee movement, retirements or resignations that may occur.

The issuance of the notice on or after June 18, 2020, will result in the employee remaining after the beginning of the new fiscal year. Authorizing the Allocation on Loan position will allow for the impacted employee to remain on the payroll system through the end of the layoff process.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Human Resources Department have worked closely to define the position impacted by the budget shortfall.

FINANCING:

Approval of these actions is a necessary part of implementing a fiscally sound, balanced and sustainable budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiative(s):

- Economic Development - Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- Administration - Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.
- Health & Human Services - Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for health choices and healthy environments in collaboration with communities.
- Infrastructure - Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.
- Public Safety - Create a safe environment for people to achieve their potential, leading business and

communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Kim Moore, Assistant Director of Human Resources, 755-5353

Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Approved by: Charles S. McKee, County Administrative Officer, 755-5113

Attachment:  
Resolution