



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** 21-925, **Version:** 1

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Consider:

- a. Introducing, waiving reading, and setting for adoption on November 16, 2021 at 10:30 a.m., an ordinance of the County of Monterey repealing Ordinance No. 766 relating to County holidays; and
- b. Adopting a resolution 1) amending the Personnel Practices and Policies Resolution No. 98-394 to provide for the current list of County holidays and delegating certain authority to the County Administrative Officer; and 2) providing for the Winter Closure of County offices on December 28, 29, 30, 2021 and January 3, 2022. (ADDED VIA ADDENDA)

### RECOMMENDATION:

It is recommended that the Board of Supervisors consider:

- a. Introducing, waiving reading, and setting for adoption on November 16, 2021 at 10:30 a.m., an ordinance of the County of Monterey repealing Ordinance No. 766 relating to County holidays; and
- b. Adopting a resolution 1) amending the Personnel Practices and Policies Resolution No. 98-394 to provide for the current list of County holidays and delegating certain authority to the County Administrative Officer; and 2) providing for the Winter Closure of County offices on December 28, 29, 30, 2021 and January 3, 2022.

### SUMMARY/DISCUSSION:

Ordinance No. 766 was adopted in 1951 to provide for County holidays. A copy is enclosed as Attachment A. The ordinance refers to the Political Code, which is the predecessor of the current Government Code, and is outdated as new holidays have been established. In addition, current County holidays are set forth in Personnel Practices and Policies Resolution No. 98-394 ("PPPR"). It is therefore recommended to repeal Ordinance No. 766. A draft ordinance to be introduced is enclosed as Attachment B.

The PPPR needs to be amended to provide for the new Juneteenth holiday, which has been approved by the Board of Supervisors as part of current labor negotiations. It is also recommended to amend the PPPR to provide for periodic changes to the holiday schedule by the Board of Supervisors, and by the CAO in unusual circumstances.

As part of negotiated labor agreements with Units F, H, J and K (SEIU), D (Public Defenders' Association), E (Prosecutors Association), and G (County Counsel Employee Association), the County approved a three year "Winter Recess" for Fiscal Years 2021-2022, 2022-23 and 2023-2024. On September 28, 2021, the Board also granted the Winter Recess to unrepresented Units P, X, XL, Y and Z (excluding elected officials in Unit Y) for FY 2021-22.

The negotiated Winter Recess provision in the approved Memoranda of Understanding (MOU) indicates that between December 26<sup>th</sup> and December 31<sup>st</sup> the County will observe the Winter Recess. This year Christmas Day falls on a Saturday and will be observed on Monday, December 27<sup>th</sup> and New Year's Day falls on a Saturday and will be observed on Friday, December 31<sup>st</sup>. This leaves only three days to be observed as the Winter Recess between the dates identified in the MOUs. As such, the County Administrative Officer recommends the observance of the 2021 Winter Recess by closing the offices of designated departments on

December 28, 29, 30 2021, and January 3, 2022.

The Winter Recess has a secondary benefit of minimizing the County's carbon footprint by closing many County offices during the historically slow business period between Christmas and New Year's Day. County Departments that can close without significant disruption in services, will close during this time frame. All County Department Heads will be consulted to provide their input on the 2021 County Winter Recess Closures schedule and will be posted on the County's website.

A draft resolution amending Section A.24 of the PPPR and adopting the Winter Recess is enclosed as Attachment C. An ~~underline/strikeout~~ of the proposed changes to the PPPR is enclosed as Attachment D.

#### OTHER AGENCY INVOLVEMENT

The CAO's Office, County Counsel and Human Resources Department concur in the recommendation.

#### FINANCIAL IMPACT

There is no financial impact with the adoption of the resolution and introduction of the ordinance; however, while adding Juneteenth as a County Holiday is not a "hard cost" to the County, it has a value of \$2,325,979 for all funds.

The Winter Recess equates to compensation equivalent to 1.5% of salary and salary-driven benefits for all applicable bargaining groups in all funds. Although this is not a "hard cost", some departments with special operating needs may incur increased overtime costs to ensure continuation of operations. In addition, the County realizes underdetermined overhead savings for those offices that close during the Winter Recess.

#### BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by:

Leslie J. Girard, County Counsel

Approved by:

Irma Ramirez-Bough, Director of Human Resources

- Attachments:
- A. Ordinance No. 766
  - B. Ordinance repealing Ordinance No. 766
  - C. Resolution amending PPPR
  - D. PPPR Underline/~~strikeout~~