



# County of Monterey

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

## Board Report

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**File #:** RES 18-161, **Version:** 1

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Adopt a Resolution to approve closure of selected County departments and/or divisions for the winter holiday from December 26, 2018 through December 31, 2018 and for this purpose only, waive Ordinance No. 766, fixing the days and hours of operation of County offices.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a Resolution to approve closure of selected County departments and/or divisions for the winter holiday from December 26, 2018 through December 31, 2018 and for this purpose only, waive Ordinance No. 766, fixing the days and hours of operation of County offices.

**SUMMARY/DISCUSSION:**

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 2016-2017, 2017-2018, and 2018-2019. On April 3, 2018, the Board also granted the Winter Recess to unrepresented Units P, X, XL, Y and Z (excluding elected officials in Unit Y) for FY 2018-19.

The Winter Recess for 2018 has been scheduled for December 26, 27, 28 and 31, 2018. 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 were consulted to provide their input on the County Closure schedule (Attachment A).

Additionally, in order to implement the County closure, County Ordinance No. 766 (Attachment B) fixing the days and hours of operation will need to be waived for this purpose only.

It is therefore recommended your Board approve the recommended actions.

**OTHER AGENCY INVOLVEMENT:**

The County Administrative Office concurs with this recommendation. All County Department Heads were consulted and provided their input to the County office closure schedule.

**FINANCING:**

The Winter Recess equates to compensation equivalent to 1.5% of salary and salary-driven benefits for all funds and a total annual value of approximately \$7.6 million. 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.

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

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

Attachments: 2018 Winter Recess Resolution  
A - County Closure Schedule  
B - Waiver of Ordinance No. 766

cc: Lew Bauman, County Administrative Officer  
Nick Chiulos, Assistant County Administrative Officer