



HUMAN RESOURCES DEPARTMENT

LAURA S. ARMOR
Director

January 27, 2009

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Standby and callback pay for the Assistant Coroner when assuming the duties of a Coroner's Investigator pursuant to the SEIU 1021 General Memorandum of Understanding, Section 4.2.10

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources and the County Administrator's Office that your Board approve the following effective February 8, 2009:

1. Authorize standby pay for the Assistant Coroner at a rate of 2 hours for every 8 hours on standby when assuming the duties of a Coroner's Investigator pursuant to the SEIU 1021 General Memorandum of Understanding, Section 4.2.10
2. Authorize the Assistant Coroner to receive callback pay at a rate of 3 hours at his hourly rate if called back while on standby, not to exceed 3 hours callback for every 8 hours on standby when assuming the duties of a Coroner's Investigator pursuant to the SEIU 1021 General Memorandum of Understanding, Section 4.2.10

SUMMARY: Section 4.2.10 Coroner's Investigator of the SEIU 1021 General Memorandum of Understanding contains the following provision:

Coverage for Investigators on vacation or sick leave shall be assumed by staff other than the remaining investigators. Specifically, it is the County's intention that the remaining Investigators will not be required to perform additional duty assignments for this coverage except under the most unusual circumstances and all such instances must be authorized by the County Administrator.

The Assistant Coroner has been primarily responsible for providing this coverage for the department's Coroner's Investigators. On average, he covers approximately 25 investigator shifts per year. With each Investigator's shift being 24 hours, this results in the Assistant Coroner being on standby for 16 hours above his normal 8 hour day if coverage is during the week and being on standby for 24 hours per shift during weekends and holidays. It is the recommendation of Human Resources and the County Administrator's Office that the Assistant Coroner be granted standby pay of 2 hours at the hourly rate for every 8 hours on standby, above his normal workday, as a Coroner's Investigator. This standby pay is consistent with the standby provision in the SEIU 1021 General Memorandum of Understanding. In addition, it is

recommended that the Assistant Coroner be granted 3 additional hours of callback pay if called back while on standby, not to exceed 3 hours of callback pay for every 8 hours on standby.

FISCAL IMPACT: On an annual basis, the approximate fiscal impact is \$9,160.

REVIEWED BY:	()	Auditor Controller	(X)	N/A
	()	County Counsel	(X)	N/A
	(X)	Human Resources	()	N/A

Respectfully submitted,

Laura S. Armor
Director of Human Resources

cc: Lisa Cutten, Employee Benefits Supervisor, Human Resources
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