



HUMAN RESOURCES DEPARTMENT

MONA MIYASATO
Acting Director

May 18, 2010

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

SUBJECT: Enhanced Support for Employees Impacted by Reduction in Force (RIF)

Dear Board Members:

RECOMMENDATION: It is recommended that your Board approve the following regarding current Reduction in Force (RIF) actions:

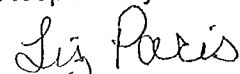
1. Up to one week County paid time for employees impacted by Reduction in Force to attend training at the Marin Employment Connection.
2. Up to one week County paid time (prorated according to the hours affected by the RIF action) for employees impacted by Reduction in Force for personal job search activities.
3. Provide three months of continued access to the County Employee Assistance Program for those employees who are laid off as a result of a RIF action.
4. Pay two months of COBRA payments (for employee only) for continued medical, dental and vision coverage for employees laid off as a result of a RIF action.

SUMMARY: The current economic situation creates a difficult environment to find and be successful in a job search. As a result, the Human Resources Department is recommending that we provide enhanced support for our employees impacted by Reduction in Force actions. This support includes up to one week County paid time to attend no cost comprehensive training related to job search offered through the Marin Employment Connection, a division of the Health and Human Services Department. An additional amount of time, up to one week (prorated according to the hours affected by the RIF action), is recommended so that employees can engage in their personal job search including locating vacant jobs, filling out applications and interviewing. The training and job search support would be offered to employees reduced in hours or facing layoff due to Reduction in Force and would need to be taken prior to the effective date of the RIF action. In order to aid employees post layoff, the recommendation is to provide three months of access to the County Employee Assistance Program which provides no cost counseling, financial and legal assistance and to pay COBRA costs (for employee only) for continuation of health, dental and vision insurance for two months under the employee's currently enrolled plan.

FISCAL IMPACT: The cost of extending access to the County Employee Assistance Program is \$15.27 per employee for 3 months. Given the number of anticipated RIF's the total cost would be \$460. The County's cost for COBRA is estimated to be \$45,000. This cost will change depending on the particular health plan the employee is enrolled in and the number of employees actually laid off.

REVIEWED BY:	<input type="checkbox"/> Auditor Controller	<input checked="" type="checkbox"/> N/A
	<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

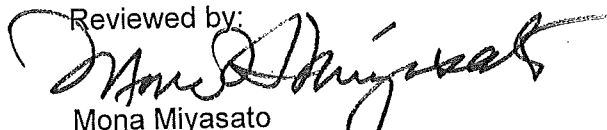
Respectfully submitted,



Liz Paris

Deputy Director of Human Resources

Reviewed by:



Mona Miyasato

Chief Assistant CAO/Acting Director of
Human Resources

Attachment

cc: Lisa Cutten, Employee Benefits Supervisor, Human Resources
Angela Nicholson, Principal Personnel Analyst, Human Resources
Esteban Cudas, Senior Personnel Analyst, Human Resources
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office
Brenda Grayson, Principal Systems Analyst, Project MERIT
Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT
Gerry Norton, Principal Personnel Analyst, Human Resources
Diane Ooms, Personnel Analyst II, Human Resources
Liz Paris, Deputy Director of Human Resources, Human Resources
Matthew Hymel, County Administrator, County Administrator's Office
Nicki Azarbakhsh, Exec Asst to the County Admin, County Administrator's Office
Lisa DeCarlo, Administrative Analyst III, County Administrator's Office