



HUMAN RESOURCES DEPARTMENT

MONA MIYASATO
Acting Director

June 22, 2010

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

SUBJECT: Status of Voluntary Time Off (Furlough) Program and Amendments to the Program

Dear Board Members:

RECOMMENDATION: It is recommended that your Board receive this status report of the Voluntary Time Off (VTO) program and approve recommended changes.

SUMMARY: In November 2009, your Board approved a voluntary furlough program, which had been a policy option as part of the Long Term Restructuring effort and proposed by a subcommittee of employees. This allowed employees to voluntarily take time off without pay without jeopardizing or reducing their County-provided benefits (medical, fringe, vision, retirement, etc) and accruals for seniority, vacation, etc.

The program has been available since December 14, 2009. Employees have voluntarily taken furlough days equivalent to 1,533 hours, or the equivalent of approximately 191 (8-hour) days, generating \$62,000 in savings for the past six months.

The program is ready to be re-implemented next fiscal year. Employees have suggested changes to program since its inception. The changes recommended are detailed below.

- Maximum number of VTO days within a pay period: 5 days, or the number of unpaid days that still allows the employee to cover required deductions and necessary out of pocket benefit expenses, whichever is less. (Current program allows only 2 days). This will allow employees an opportunity to take VTO between the Christmas and New Year's holidays, if they choose and can afford to do so.
- Increment of time that can be taken: 1 hour increments for employees who are non-exempt under the Fair Labor Standards Act (FLSA) (e.g., those who are entitled to overtime under the federal law). For employees who are exempt under the FLSA (e.g., those who are not entitled to overtime under the federal law), the increment remains at 1 day. (Current program is 1 day increment for everyone).

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- Employees also suggested that program be more widely advertised and encouraged by departments. HR will resend information to employees and through FYI.

Employees also requested that the savings be given to departments to allow them to prevent layoffs or other ongoing reductions. Because VTO savings are one-time in nature, it cannot be used to mitigate ongoing budget reductions or layoffs. Also, the savings per department are nominal at this point (the average is \$4,800 per participating department). Instead, the savings have been pooled and used with other one-time budget reserve funds to reduce the impact of reductions in force upon employees.

All other provisions remain in effect, such as the maximum number of hours within a fiscal year (equivalent to 12 days per fiscal year for most employees); department approval; and eligibility only to those employees whose absence would not require overtime to be paid. The guidelines will be revised and reposted on the MINE.

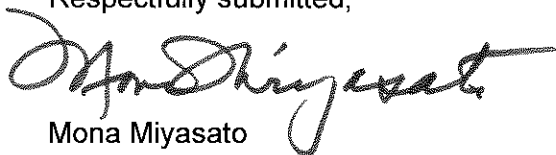
Departments whose employees participated by taking voluntary furlough time and generated savings for the County in FY 09-10 are shown below.

Assessor Recorder	Human Resources
CAO	Information Services
CDA	Library
Child Support Services	Parks and Open Space
Department of Finance	Probation
Department of Public Works	Sheriff
Health and Human Services	

FISCAL IMPACT: The budget savings to date has been \$62,400 for 6 months. It is anticipated at this rate, the savings for a full fiscal year is estimated to be approximately \$120,000.

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

Respectfully submitted,



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