RECOMMENDED ACTION AND JUSTIFICATION:
Request approval to offer flex time to all employees in the Auditor’s Office for 10 months of each year. During the months of November and December, because of the holidays, we have agreed to suspend flex time for those two months of each year. The flex time schedule is typical of the schedules already in effect for most departments in the county, that is, the 9/80 flex schedule where the employee works 9 hour days and takes one day off during each two week period.

Schedule is 8:00 AM to 6:00 PM with an hour for lunch.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Based on MOU understandings, departments are allowed to offer flex time to employees with the consent of the department head and the Board of Supervisors.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? (NX) Yes ( ) No  Current FY Cost  Annual Recurring Cost:
Budgeted In Current FY? (X) Yes  (X) No  ( ) Partially Funded.
Amount in Budget: __________________ List Attachments, number pages consecutively
Additional Funding Needed: ____________
Source:
Internal Transfer
Unanticipated Revenue _______ 4/5’s vote
Transfer Between Funds _______ 4/5’s vote
Contingency _______ 4/5’s vote
( ) General  ( ) Other

CLERK’S USE ONLY:
Res. No. 25-74  Ord. No. ______
Vote – Ayes: ______  Noes: ______
Absent: ______
( ) Approved
( ) Minute Order Attached  ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:__________
Attest:  MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: __________________
Deputy

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended
( ) No Opinion
Comments:

CAO: ______

TO: KEN HAWKINS, Auditor
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: 9/80 FLEX SCHEDULE FOR ALL EMPLOYEES IN THE AUDITOR’S OFFICE FOR TEN MONTHS EACH YEAR
Resolution No. 05-74

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA
ADOPTED THIS Order on March 1, 2005

ACTION AND VOTE:

Ken Hawkins, Auditor;
Authorize 9/80 Flex Schedule for All Employees in the Auditor’s Office for Ten Months Each Year, Excluding the Months of November and December

BOARD ACTION: Discussion was held with Ken Hawkins. Supervisor Bibby clarified that this schedule is for all of the employees in the Department and that they will be able to adjust to the new schedule. Ken advised that the Union was not contacted; however, he doesn’t see a problem and he can make that contact. Tom Guarino, County Counsel, advised that if this is a meet-and-confer obligation, that the Union should be contacted by the County’s Personnel Manager prior to implementation. He further advised that the Board could take action to approve the request, pending the meet-and-confer process or verifying that it does not require that process. (M)Stetson, (S)Bibby, Res. 05-74 was adopted approving the request, with direction to staff as suggested by County Counsel. Chairman Pickard called for public input and none was received.
Ayes: Unanimous.

cc: Sandi Laird, Administrative Analyst
    File