DEPARTMENT: Library

BY: Jacqueline M. Dodd Meriam
PHONE: 966.8478

RECOMMENDED ACTION AND JUSTIFICATION:
MARIPOSA COUNTY LIBRARY STAFF SCHEDULE PROPOSED CHANGES
The Mariposa County Librarian is proposing that all 3 full-time permanent staff individuals work from either 8:00 A.M. – 5 P.M. or 9 A.M. – 6:00. In the past 1 staff member has worked a straight 8:00 A.M. – 5 P.M., Monday through Friday work schedule. The County Librarian is requesting that all staff members to be interchangeable, flexible, and equitable in working the 2 possible work shifts for the following relevant reasons:
- For the safety of staff members and patrons, the library should have experienced full-time staff to close the library in the evening. Full-time staff are the only ones who have keys and know the alarm codes;
- Better use of personnel hours in relationship to service to patrons and insure quality service to our patrons;
- Fair and reasonable distribution in working the various shifts for all staff;
- Equitable staff utilization of routine procedures and;
- Equitable staff sharing of hours is an indication of humanistic concerns and values for fellow staff members. All staff would work either 8:00 A.M. – 5 P.M. or 9 A.M. – 6:00 P.M., there is only one (1) hour difference between the two (2) shifts.
Present hours of operation are Tuesday/Thursday -9:30 A.M.-6:00P.M., Wednesday/Friday-9:30 A.M.-5:00P.M., and Saturday 10:00 A.M.-5:00 P.M.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
“8.2.5-The Board of Supervisors shall make the final decision which is final and binding on all parties. The decision of the Board is not subject to the grievance procedure.” Mariposa County Memorandum of Understanding, page 18.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Library will have a less safe, inequitable, and inflexible staff schedule.

Financial Impact? ( ) Yes ( ) No Current FY Cost: $ Annual Recurring Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

CLERK’S USE ONLY:
Res. No. 08-023-03 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: __________
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JACQUE MIRIAM, Librarian
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: ADOPTION OF PROPOSED LIBRARY STAFF SCHEDULE CHANGES
Resolution No. 03-163

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 13, 2003

ACTION AND VOTE:

1:24 p.m. Jacque Meriam, Librarian;
Approve Proposed Changes to Mariposa County Library Staff Schedule to Allow All Staff Members to
be Interchangeable, Flexible and Equitable in working the two (2) Possible Work Shifts
BOARD ACTION: Discussion was held relative to the request. Rich Inman, County Administrative
Officer, advised that this matter is being heard as a result of a grievance that was filed.

Debra Rockwood, SEIU Field Representative, noted that there are three full-time staff members
affected by this request. She noted that the senior staff member had rotating shifts and recently has had
a stable work schedule of 8 to 5. She stated she does not understand the safety issue reasoning for this
request as there are currently full-time staff members present until closing. She referred to the
grievance hearing that was heard by Dr. Mosher, and she stated the other two employees indicated that
they did not mind the current work schedule and they did not want to rotate. Debra responded to
questions from the Board relative to the Union's representation of the other employees in the
Department, and relative to the flexibility of scheduling with employees represented by the Union in the
Park.

Jeff Green, County Counsel, responded to questions from the Board as to whether the County has
any policies for seniority in the Memorandum of Understanding with the Union, or any personnel
practices.

Debra Rockwood noted that the Librarian did not wait the thirty days for impasse; however, they did
not contest that. She stated she feels the proposal is demoralizing to the employee. She also noted that
one of the employees had stated that she preferred the evening shift.

Discussion was held. Rich Inman stated he feels the department head should be able to decide on
the scheduling for the department. (M)Stetson, (S)Balmain, Res. 03-163 was adopted approving the
requested change to the staff schedule/Ayes: Unanimous.

cc: Sandi Laird, Personnel/Risk Management Technician
Ken Hawkins, Auditor
File