MARIPOSA COUNTY BOARD OF SUPERVISORS AGENDA ACTION FORM DATE: 11/13/01 AGENDA ITEM NO.: #1

DEPARTMENT: Human Services BY: Cheryle Rutherford-Kelly PHONE: 966-3609

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes Yes) No X)

SEE ATTACHMENT, Page One

BACKGROUND AND HISTORY OF BOARD ACTIONS:

SEE ATTACHMENT, Page One

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>(x) Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td></td>
</tr>
<tr>
<td>B. Total anticipated costs</td>
<td></td>
</tr>
<tr>
<td>C. Required additional funding</td>
<td></td>
</tr>
<tr>
<td>D. Internal transfers</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SOURCE:</th>
<th>4/5ths Vote Required</th>
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</thead>
<tbody>
<tr>
<td>A. Unanticipated revenues</td>
<td></td>
</tr>
<tr>
<td>B. Reserve for contingencies</td>
<td></td>
</tr>
<tr>
<td>C. Source description</td>
<td></td>
</tr>
<tr>
<td>Balance in Reserve for Contingencies, if approved:</td>
<td></td>
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</tbody>
</table>

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 312 Ord. No. |
Vote - Ayes: |
Noes: |
Absent: |
Approved |
Denied |
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 |

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended |
Not Recommended |
For Policy Determination |
Submitted with Comment |
Returned for Further Action |

Comment: Pension should cap the total vacation that can be accrued.

C.A.O. Initials: |

Action Form Revised 5/92
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222
DOUG BALMAIN, CHAIRMAN
ROBERT C. STEWART, VICE-CHAIRMAN
PATTI A. REILLY
GARRY R. PARKER
BOB PICKARD

DISTRICT II
DISTRICT III
DISTRICT I
DISTRICT IV
DISTRICT V

MARIPOSA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER

TO: CHERYLE RUTHERFORD-KELLY, HUMAN SERVICES DIRECTOR

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: AUTHORIZATION FOR SOCIAL WORKER LANGWORTHY TO EXCEED VACATION ACCRUAL LIMIT
Res. No. 01-312

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on, November 13, 2001

ACTION AND VOTE:

Cheryle Rutherford-Kelly, Human Service Director;
Authorize Dorothy Langworthy, a Social Worker in Child Welfare, to Temporarily Accrue More than 240 Hours of Vacation

BOARD ACTION: Discussion was held and Cheryle Rutherford-Kelly recommended a cap of 340 hours and advised that the employee will begin taking vacation time in January, 2002, when there is better staff coverage. (M)Stewart, (S)Pickard, Res. 01–312 adopted approving the request with a cap of 340 hours for this one situation/Ayes: Unanimous. Supervisor Parker requested that future requests be made in advance of exceeding the vacation limit.

cc: Ken Hawkins, Auditor
    Sandi Laird, Personnel/Risk Management Technician
    File
October 31, 2001

TO: Members, Board of Supervisors
FROM: Cheryl Rutherford-Kelly
RE: Child Welfare Services / Authorization to Temporarily Surpass Accrued Vacation Limitations

RECOMMENDATION

It is respectfully recommended that your Board authorize Dorothy Langworthy, a social worker in child welfare, to temporarily accrue more than 240 hours of vacation.

BACKGROUND / CURRENT SITUATION

Your Board is aware of the shortfall of child welfare social workers nationwide and have assisted the department to become more competitive in our recruitment efforts. In the interim, the existing staff able to respond to emergencies, write court reports and counsel children and families, are working far over a 60-hour week. It is very difficult for them to schedule vacation time.

We want to acknowledge the outstanding dedication of the individuals who have served this County’s children. In November 2001 we are hiring another social worker and yet another is scheduled to commence employment in December. However, during this interim time and as the new workers learn this County’s procedures, it is extremely difficult for the existing staff to reduce hours. Therefore, we need to be flexible in allowing these employees to accumulate hours until we have sufficient staff to allow for vacation schedules.

Dorothy Langworthy exceeded the 240 hour limit in May 2001, when her total reached 240.78. As of October 20, 2001, her total accumulated hours is 281.43. Ms. Langworthy did request permission to exceed the 240 hour limit prior to exceeding it. The department did encourage Ms. Langworthy to take time off, but in reality there was no way she could do that and safeguard the children on her caseload. We are therefore requesting that this approval be retroactive to May 2001.

FINANCIAL

There is no impact on the general fund.
FAMILY SERVICES

DOROTHY LANGWORTHY - ACCRUED VACATION SCHEDULE

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MAXIMUM ALLOWABLE CARRY OVER 240.00
OVERAGE 68.09

308.09