RECOMMENDED ACTION AND JUSTIFICATION:

A. Approve and authorize the Chairman to sign a contract for training services with Becker & Bell, Inc. for eight three-hour training sessions for approximately 300 employees on the subject of unlawful workplace harassment in the estimated amount of $7,500; and

B. Approve Budget Action moving $2,500 from the Liability Set Aside to the Personnel Department budget (4/5ths vote required).

As part of the FY 1998-99 budget, the Board of Supervisors a $5,000 appropriation for countywide training. The Personnel Department issued a Request for Proposals focusing on unlawful workplace harassment training and received several responses. Becker & Bell, Inc. of Placerville, California submitted the proposal that met the criteria for an effective and affordable session of a reasonable length. The firm has significant depth of experience in all aspects of personnel administration and employee training. The less costly proposals did not adequately address the desired topics, and two were more costly than Becker & Bell. The cost for 300 employees to each attend one three-hour session will not exceed $7,500 including all related expenses. Training participants will receive a workbook for use during the training and that may be kept by the employee. The cost-per-employee is $25.

Employers are responsible for insuring that their workplaces are free from harassment. Large judgements have been levied against companies and government agencies that fail in this responsibility. For this reason, the County Counsel and the County Administrative Officer recommend that the additional $2,500 needed for this important training come from the Liability Set Aside.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

It has been some years since the County provided training to all employees.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The training is not absolutely required; however, the County has some exposure should inappropriate behavior occur.

COSTS:  

A. Budgeted Current FY  
B. Total Anticipated Costs  
C. Required Additional Funding  
D. Internal Transfers  
SOURCE:  

A. Unanticipated Revenues  
B. Reserve for Contingencies  
C. Source Description: Liability  

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:  
Agreement  
Budget Action form

CLERKS USE ONLY:  

Res. No. 99-134  
Vote - Ayes: 5  
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  

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  

This item on agenda as:  

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

Comment:  

CAO's Initials:  

Action Form Revised 5/92
# BUDGET ACTION FORM

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**TOTALS**

$2,500 $2,500

ACTION REQUESTED: (Check all that apply)

( x ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies;

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: Additional amount needed for Workplace Harassment Training

DEPT HEAD SIGNATURE  

APPROVED BY RES NO  99-134  CLERK  

AUDITOR'S USE ONLY  

Budget Revision Form Revised 11/95