

DEPARTMENT: Public Works

By: Michael Edwards

Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes __ No X)

The Public Works Department recommends the approval of a four month temporary extension of the 240-hour vacation accrual limit for Gary Clinkenbeard of the Facilities Maintenance Division. The employee is at maximum within the next three months. The current workload in this division necessitates that all available personnel be utilized to complete several projects. The weather has created excessive snow removal hours and an urgent project in Yosemite West and delayed several other projects; therefore, planned time off has had to be postponed. He will reduce vacation accruals to an acceptable level by the end of October 1998.

Mr. Clinkenbeard has recently been appointed as Interim Facility Maintenance Foreman which has put additional, temporary demands on his workload.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board policy requires approval of any exceptions to the 240-hour vacation accrual limit.

Extensions have been granted in the past on a case-by-case basis.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Not approve extensions and require Public Works to seek other alternatives.

<p>COSTS: (X) Not Applicable</p> <p>A. Budgeted current FY> \$ _____</p> <p>B. Total anticipated Costs> \$ _____</p> <p>C. Required additional funding> \$ _____</p> <p>D. Internal transfers> \$ _____</p> <p>COSTS: () 4/5th Vote Required</p> <p>A. Unanticipated revenues> \$ _____</p> <p>B. Reserve for contingencies> \$ _____</p> <p>C. Source description: > _____</p> <p>Balance in Reserve Contingencies, If Approved: \$ _____</p>	<p>SPECIAL INSTRUCTIONS:</p> <p>List the attachments and number the pages consecutively:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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CLERK'S USE ONLY

Res. No.: 98-214 Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

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

By: _____

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

Submitted with Comment

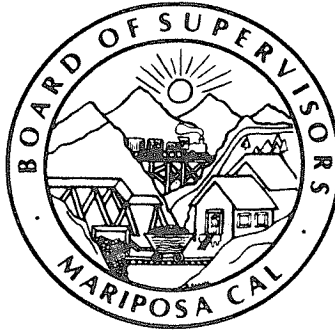
_____ Returned for Further Action

Comment: SEE ATTACHED MEMO

C.A.O. Initials: [Signature]

Mariposa County Board of Supervisors

District 1.....PATTI A. REILLY
District 2.....DOUG BALMAIN
District 3.....ROBERT C. STEWART
District 4.....GARRY R. PARKER
District 5.....BOB PICKARD



JANET HOGAN
County Administrative Officer

MARGIE WILLIAMS
Clerk of the Board

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June 1, 1998

JH TO: Board of Supervisors
FROM: Janet Hogan, County Administrative Officer
SUBJECT: Request from Public Works to Extend Vacation Accrual Limit
CC: Mike Edwards, Director of Public Works
Jeff Green, County Counsel
Ken Hawkins, Auditor

Increasing an employee's accumulation of vacation hours is addressed in Section 8.3.2 - Vacation Accrual of our Memorandum of Understanding (MOU) with SEIU Local 752. The section gives the Board the authority to approve requests up to a maximum of 360 hours. The MOU requires that requests to increase the accrual be made before the employee accumulates 240 hours. In the present instance, the employee has already reached that limit. It is my understanding from past practice that the Board may still approve an increase, but it may not apply retroactively. Any hours lost prior to the Board's action cannot be recouped.

