

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: Budget Hearings – June 6, 7, & 8, 2011 at close of Budget Hearings.	AGENDA NO.: 10.1
SUBJECT: <ul style="list-style-type: none">a. Consider adoption of a Resolution to authorize the issuance of lay-off notices to impacted employees no sooner than June 9, 2011 with an effective date of July 1, 2011; andb. Consider authorizing County negotiators to meet with the Unions/Associations upon request of the Unions/Associations; andc. Consider directing the County Administrative Office-Human Resources Division to collaborate with departments to provide in-placement and out-placement services; andd. Consider granting flexibility to Department Heads to withhold the issuance of a lay-off notice due to unanticipated vacancies, retirements or resignations that may occur; ande. Consider authorizing the County Administrative Office to add Allocation on Loan positions as necessary due to lay-off timing and bumping process extending into the beginning of Fiscal Year 2011-12; andf. Consider directing staff to return to the Board with further identified lay-offs if necessary; andg. Consider authorizing the County Administrative Office to make adjustments to position counts to correct errors as necessary.	
DEPARTMENT: County Administrative Office	

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Consider adoption of a Resolution to authorize the issuance of lay-off notices to impacted employees no sooner than June 9, 2011 with an effective date of July 1, 2011; and
- b. Consider authorizing County negotiators to meet with the Unions/Associations upon request of the Unions/Associations; and
- c. Consider directing the County Administrative Office -Human Resources Division to collaborate with departments to provide in-placement and out-placement services; and
- d. Consider granting flexibility to Department Heads to withhold the issuance of a lay-off notice due to unanticipated vacancies, retirements or resignations that may occur; and
- e. Consider authorizing the County Administrative Office to add Allocation on Loan positions as necessary due to lay-off timing and bumping process extending into the beginning of Fiscal Year 2011-12; and
- f. Consider directing staff to return to the Board with further identified lay-offs if necessary; and
- g. Consider authorizing the County Administrative Office to make adjustments to position counts to correct errors as necessary.

SUMMARY:

The County Administrative Office has produced a fiscally sound and sustainable Recommended Budget. While the proposed budget preserves funding for critical services, it was necessary to make reductions in existing County programs, services and staffing levels. As of this report, the reductions identified include a reduction in force of approximately 322.5 full-time equivalent (FTE) positions of which 179.95 are filled. This report requests authority to begin the process to reduce the County's workforce.

DISCUSSION:

The recommended action seeks authority to issue lay-off notices no sooner than June 9, 2011 which will be effective on the first day of the new fiscal year (July 1, 2011). No lay-off notices will be issued prior to June 9, 2011. Attachment A delineates the filled positions identified for reduction by department, classification and bargaining unit. The number of filled positions identified in the Recommended Budget for reduction has decreased and may continue to evolve as employees retire, resign, transfer etc.

In previous years, the Board has directed the County Administrative Office to collaborate with departments to mitigate lay-offs by placing at-risk employees into vacant positions. Due to the limited number of positions available for in-placement, the County's Support for Employment and Educational Knowledge (SEEK) program will also include out-placement services for impacted employees.

The recommended action requests authority to withhold the issuance of lay-off notices under certain conditions such as employee movement, retirements or resignations that may occur.

The issuance of notices on or after June 9, 2011 and resultant bumping process will result in some employees remaining after the beginning of the new fiscal year. Authorizing the Allocation on Loan positions as necessary will allow for employees to remain on the Payroll system through the end of the layoff process.

If the need for additional reductions in force arises in the coming months, the recommended action directs staff to return to the Board.

Finally, the County Administrative Office is requesting authority to correct position counts as necessary to correct errors resulting from the implementation of the Advantage HRM/Payroll system and integration with the Performance Budgeting system. As this is the first year the systems have been integrated, it is anticipated there may be input errors.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office Budget & Analysis Division and the Human Resources Division have worked closely together and with all departments to define those positions affected by budget reductions.

FINANCING:

Approval of these actions are a necessary part of implementing a fiscally sound, balanced and sustainable budget.

Approved by:

Lew Bauman
County Administrative Officer

June 1, 2011

cc: Department Heads
Employee Organizations
Personnel Analysts

Attachments: Attachment A (FY 2011-12 Recommended Budget Filled Position Reductions), Resolution