



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-1

For the meeting of: May 6, 2014

Date: April 4, 2014
To: Board of Supervisors
From: Joseph Mellett, Auditor-Controller USM
Subject: Extension of Extra-help hours for Leslie Tully-Lund

RECOMMENDATION(S):

That the Board of Supervisors extend Leslie Tully-Lund's extra-help employment hours to a maximum 1,900 hours for the fiscal year 2013-14 pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

General Fund.

DISCUSSION:

Leslie Tully-Lund has been working as an extra-help Senior Fiscal Assistant for the Payroll Department of the Auditor-Controller's office since October, 2013, providing full-time fiscal support. Since October, 2013, through the period ended March 29, 2014, Ms. Tully-Lund has worked 878 hours. A staff member of the Auditor-Controller's office has been on extended medical leave, with an undetermined date to return to

Prepared by Steven Edmiston (476-2457)

CAO Approval [Signature]

REVIEW:

Auditor USM County Counsel Human Resources JFC Other

TYPE OF ITEM:

- Consent
Departmental
Public Hearing
Other

PREVIOUS ACTION/REFERRAL:

Board Order No.

Meeting of:

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bass Seconded by Supervisor Lovelace
Ayes Sundberg, Lovelace, Bohn, Fennell, Bass
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: May 6, 2014
By: [Signature]
Kathy Hayes, Clerk of the Board

work. An additional staff member of the Payroll Department of Auditor-Controller's office resigned in October, 2013, and a permanent replacement has not been identified at this time. This has created a need for replacement coverage of accounts payable and payroll functions. The requested extension of extra-help hours is necessary to maintain these critical operating functions. Without extension of hours the department would need to recruit, hire and train a new extra-help employee to perform those duties. This would most likely result in a decrease in service from the Payroll Department.

FINANCIAL IMPACT:

The additional cost of the extension of extra-help hours is estimated to be \$10,457 which will be within the parameters of the Auditor-Controller's department budget allocation for FY 2013-14.

All extra help employees working beyond 960 hours are subject to paying into the California Public Employee Retirement System (PERS). The additional costs for PERS has been included in the above mentioned estimated salary costs.

Beginning January 2015, the Affordable Care Act will require large employers with fifty or more full-time employees to offer health coverage to all full-time employees. A full-time employee is defined as a person who is employed an average of thirty or more hours per week. The Department is aware of these 2015 federal provisions that will impact extra help employment in the future and is aware that the County's standard measurement period of employee hours will occur over the course of 2014. There is no additional financial impact for health coverage in the current fiscal year.

This action supports the Board's Strategic Framework Core Roles by continuing to provide for and maintain infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve the request. This is not recommended as it would most likely result in a decrease in service from the Payroll Department.

ATTACHMENTS:

None.