



COUNTY OF HUMBOLDT

For the meeting of: 5/7/2019

File #: 19-677

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Extension of Extra-Help Hours - Human Resources (130) (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Extend Snowbird McLean's extra-help employment of 960 hours to a maximum of 1,680 hours for Fiscal Year 2018-2019 pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

SOURCE OF FUNDING:

Human Resources (1100130)

DISCUSSION:

Snowbird McLean has been working as an extra-help employee during the current fiscal year due to staff shortages resulting from medical leaves of absence and the vacant Secretary position that is currently working through the recruitment and selection process. As of March 2019, Ms. McLean has worked a total of 960 hours. Human Resources is requesting an extension of hours for the remainder of the fiscal year. Extra help is needed to handle the day-to-day operations of the Human Resources Department. The extension of the extra help hours is necessary to maintain the level of service and manage the workload during the remainder of the fiscal year.

FINANCIAL IMPACT:

Estimated maximum salary and benefit costs for the requested extension of extra-help hours is \$21,698.16. There is a sufficient allocation in the Salaries and Employee Benefits category, budgeted in Human Resources (1100130), to accommodate the increase in hours.

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

Beginning January 2015, the Affordable Care Act (ACA) required large employers with fifty (50) 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 for an average of thirty or more hours per week. The Human Resources Department is aware of these 2015 federal provisions that impact extra-help employment and is also aware of the county standard measurement period of employee hours will occur over the course of a fifty-two (52) week period. This employee will not fall under the guidelines of the requirement to provide health insurance.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve this request for additional extra-help hours, however, this is not recommended due to the workload of the division.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A