



COUNTY OF HUMBOLDT

For the meeting of: 6/25/2024

File #: 24-991

To: Board of Supervisors

From: Libraries

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Temporary Increase in Pay for Kim Hinkle, Senior Library Assistant, Pursuant to Article 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU) (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Senior Library Assistant, Kim Hinkle, (class 0657, range 364, step E) as though promoted to Supervising Librarian (class 0658, range 443, step 1A) effective June 23, 2024 and continuing until the incumbent Supervising Librarian returns from leave. (4/5th vote required)

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

On June 4, 2024, the Supervising Librarian (class 0658, range 443) is on an extended unanticipated leave and unable to provide supervision and leadership for the Arcata, Blue Lake, McKinleyville Libraries through mid-July 2024. Ms. Hinkle (class 0657, range 364) currently works full-time in the Arcata and Blue Lake Library Branches as a Senior Library Assistant. On June 24, 2024 Ms. Hinkle will be assigned to perform the principal duties of Supervising Librarian for the Arcata, Blue Lake, and McKinleyville Library Branches in accordance with AFSCME MOU section 12.4.1. Ms. Hinkle is expected to work beyond 20 days as a Supervising Librarian.

SOURCE OF FUNDING:

Library Fund (1500621)

FINANCIAL IMPACT:

The increased monthly salary and benefit expense for a Supervising Librarian (Class 0658, Range 443, Step 1A) from a Senior Library

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Assistant, (Class 0657, Range 364, Step E) for six weeks is approximately \$500. Funding is available through salary savings due to currently vacant positions included in the fiscal year 2023-24 adopted budget and in the proposed fiscal year 2024-25 Library budget, 1500621. This item will not impact the General Fund.

Expenditures (Fund, Budget Unit)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$100	\$400	0
Additional Appropriation Requested	0	0	0
Total Expenditures	\$100	\$400	0
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund	0	0	0
State/Federal Funds	0	0	0
Fees/Other	\$100	\$400	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
Total Funding Sources	\$100	\$400	0

OTHER AGENCY INVOLVEMENT:

Human Resources/Payroll

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could decline to grant acting supervisor pay for Ms. Hinkle. This is not recommended as it would not allow the employee to be fairly compensated for conducting the principal duties of the Supervising Librarian.

ATTACHMENTS:**PREVIOUS ACTION/REFERRAL:**

Meeting of: August 8, 2023

File No.: 23-1023