



# COUNTY OF HUMBOLDT

For the meeting of: 8/8/2023

File #: 23-1023

**To:** Board of Supervisors

**From:** Libraries

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Authorize a Retroactive Temporary Increase in Pay for Kim Hinkle, Senior Library Assistant, Retroactively Pursuant to Article 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU) (4/5th vote required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize a retroactive temporary increase in pay for Senior Library Assistant, Kim Hinkle, (Class 0657, Range 359, Step E) as though promoted to Supervising Librarian (Class 0658, Range 438, Step 1A) effective June 27, 2023, and continuing until the permanent employee returns from an unanticipated leave. (4/5<sup>th</sup> vote required)

**SOURCE OF FUNDING:**

Library Fund 1500-621

**DISCUSSION:**

On June 27, 2023, one of the Library's Supervising Librarian's indicated that they would be on an extended unanticipated leave and unable to provide supervision and leadership for the Arcata, Blue Lake, and McKinleyville Libraries through early August 2023. Ms. Hinkle currently works full-time in the Arcata and Blue Lake Library Branches as a Senior Library Assistant. On June 27, 2023, Ms. Hinkle was 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 until Ms. Parsons returns.

**FINANCIAL IMPACT:**

<b>Expenditures (Fund, Budget Unit)</b>	<b>FY23-24</b>
Budgeted Expenses	\$466
<b>Total Expenditures</b>	<b>\$466</b>

<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY23-24 Adopted</b>
Fees/Other	\$466
<b>Total Funding Sources</b>	<b>\$466</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The increased monthly salary and benefit expense for a Supervising Librarian (Class 0658, Range 438, Step 1A) from a Senior Library Assistant, (Class 0657, Range 359, Step E) for six weeks is approximately \$466. Funding is available through salary savings due to currently vacant Library positions that are included in the fiscal year 2023-24 adopted budget in 1500-621. This item will not impact the General Fund.

STAFFING IMPACT:

**Narrative Explanation of Staffing Impact:**

Staffing impact directly affects the identified employee as Kim Hinkle is assuming the acting supervisor role.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could decline to grant acting supervisor pay for Ms. Hinkle. However, 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:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A