



COUNTY OF HUMBOLDT

For the meeting of: 12/11/2018

File #: 18-1585

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Extension of Extra-Help Hours- Facilities Management 1100 162 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Extend Andrea Evans extra-help employment hours 960 hours to a maximum of 1920 hours for fiscal year 2018-2019 pursuant to Section 7 of the Humboldt County Salary Resolution.

SOURCE OF FUNDING:

Facilities Management 1100162

DISCUSSION:

Andrea Evans has been working as an extra-help employee during the current fiscal year. To date, Ms. Evans has worked a total of 897 hours as Public Works Dispatcher. She will be transitioning to Facilities Management Senior Office Assistant and that division is requesting an extension of hours for the remainder of this fiscal year. Extra help will aid in scanning all the division's building documents into Metabim. The extension of the extra help hours is necessary to be able to update the space types and needs of our facilities.

FINANCIAL IMPACT:

Estimated salary and benefit cost of the requested extension extra-help is \$20,770 for Public Works Facilities Management (1100162). There are sufficient funds in Public Works Facilities Management's budget to cover the additional cost of these 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 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 Public

Works 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. These employees will not fall under the guidelines of the requirement to provide health insurance.

This action supports the Board's Strategic Framework by providing community appropriate levels of service and to ensure sustainability of those services.

OTHER AGENCY INVOLVEMENT:

Human Resources, Auditors Office and Payroll

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny 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