



# COUNTY OF HUMBOLDT

For the meeting of: 5/21/2019

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File #: 19-748

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**To:** Board of Supervisors

**From:** Clerk/Recorder

**Agenda Section:** Consent

**SUBJECT:**

Extension of Extra Help Hours Past the 960 Hour Limit (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the extension of extra help hours for Bridget Steeves, Recordable document Examiner I, to a maximum of 1200 hours per Humboldt County Salary Resolution, Section 7 (4/5 vote required).

**SOURCE OF FUNDING:**

General Fund - Clerk Recorder (Budget Unit 271)

**DISCUSSION:**

Bridget Steeves has been working as an extra-help Recordable Document Examiner to cover the vacated Recordable Document Examiner position, and is working at a high skill level valuable in many areas of the department. To date, Ms. Steeves has worked a total of 918 hours as a Recordable Document Examiner. The vacated Recordable Document Examiner I/II position, is currently in the process of recruitment. However, even through this process, the department has need for this position to be covered and we respectfully request the extension of Extra-help hours.

**FINANCIAL IMPACT:**

The increase of the 240 hours to extra-help time is calculated to cost \$4,221.60 for salaries and benefits. The Clerk Recorder's Department has budgeted salary savings due to the unfilled Recordable Documents Examiner position that will offset the additional expense.

The Recorder is aware that beginning in January 2015, the Affordable Care Act does 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 Recorder is also aware these 2015 federal provisions impact extra help employment and that the County's standard measurement period will occur over the course of a 52 week period. There are

adequate funds budgeted for extra help salaries to cover the extension of hours and the impact for health

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to approve the extension. This is not recommended, as not extending the hours would create an increased workload for existing staff and a reduction of service to the public during the absences of other employees.

**ATTACHMENTS:**

None

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A