



MENDOCINO COUNTY BOARD OF SUPERVISORS
ONLINE AGENDA SUMMARY

BOARD AGENDA # 5(h)

- Arrangements for public hearings and timed presentations must be made with the Clerk of the Board in advance of public/media noticing
- Agenda Summaries must be submitted no later than *noon* Monday, 15 days prior to the meeting date (along with electronic submittals)
- Send 1 complete original single-sided set and 1 photocopy set – Items must be signed-off by appropriate departments and/or Co. Co.
Note: If individual supporting document(s) exceed 25 pages each, or are not easily duplicated, please provide 7 hard-copy sets)
- Transmittal of electronic Agenda Summaries, records, and supporting documentation must be emailed to: bosagenda@co.mendocino.ca.us
- Electronic Transmission Checklist: Agenda Summary Records Supp. Doc. If applicable, list other online information below
- Executed records will be returned to the department within one week. *Arrangements for expedited processing must be made in advance*

TO: Board of Supervisors **DATE:** March 8, 2016

FROM: Human Resources and Executive Office **MEETING DATE:** March 15, 2016

DEPARTMENT RESOURCE/CONTACT: Heidi Dunham **PHONE:** 234-6600 Present On Call

Consent Agenda Regular Agenda Noticed Public Hearing Time Allocated for Item: 15 min

■ **AGENDA TITLE:** **Presentation and Possible Adoption of a Retention Pay Schedule for Mendocino County Job Classifications Within the SEIU Bargaining Unit Identified by Human Resources as Hard to Retain (As Indicated in Attachment A “Retention Pay Recommendation”), and Approval of Retention Pay for those Identified Classifications to be Paid Out Over Four Pay Periods in the Months of April and May in Fiscal Year 2015-16 and Fiscal Year 2016-17**

■ **PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** On July 21, 2015, the Board of Supervisors (Board) adopted the Memorandum of Understanding (MOU) between the County of Mendocino and the Service Employee’s International Union, Local 1021 (SEIU), for the term of July 1, 2015 through June 30, 2017. The MOU includes a Retention Pay term for certain positions as approved by the Board. On September 22, 2015 the Board adopted a retention pay schedule for Social Workers and Nurses and acknowledged work to identify and recommend additional classifications to receive retention pay was on-going.

■ **SUMMARY OF REQUEST:** The Retention Committee met four times between September 2015 and March 2016 to discuss retention pay. The Human Resources Department’s final recommendations for retention pay are for those classifications listed on Attachment A, “Retention Pay Recommendation.”

Human Resources developed the list of recommended classifications and corresponding rate tiers using employment data from October 2013 through October 2015. Consideration was given to the average number of filled positions in each classification and the number of turnovers during the timeframe taking into consideration variables such as retirements, failure to pass a probationary period, vacancies created by acceptance of a promotion, and the level of critical need. Rate tiers were determined by considering the required qualifications and the salary range of each recommended classification.

The recommendations were calculated using the number of months employed and includes two rate tiers. Rate Tier 1 includes a payment of \$1,000/\$1,500/\$2,500 and Rate Tier 2 includes a payment of \$2,000/\$3,000/\$5,000. The number of months for year-one payments are calculated as of August 2, 2015 which is the first day of the first full pay period following the adoption of the current SEIU labor agreement. Year two retention pay amounts for employees in the classifications identified in Attachment A will be recalculated based on the number of months employed as of August 2, 2016 and will be paid out over four pay periods in March and April 2017.

The General Fund allocation for retention pay is included in the Contingency account. Employees paid with other funding sources (such as federal funding or state realignment funding) will be paid using those funding sources. The total retention pay from the General Fund in FY 2015/16 and in FY 2016/17 is not expected to exceed the annual allocation of \$200,000.

BOARD ACTION (DATE: _____): Approved Referred to _____ Other _____

RECORDS EXECUTED: Agreement: _____ Resolution: _____ Ordinance: _____ Other _____



- SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT: N/A
- ADDITIONAL INFORMATION ON FILE WITH THE CLERK OF THE BOARD (CHECKED BY COB IF APPLICABLE):

FISCAL IMPACT:			
Source of Funding	Current F/Y Cost	Annual Recurring Cost	Budgeted in Current F/Y
Various depending on positions (General Fund, Federal Funds, Realignment Funds, etc.)	GF cost in FY 15-16 of \$197,402	GF cost in FY 16-17 of approximately \$200,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

- SUPERVISORIAL DISTRICT: 1 2 3 4 5 All ■ VOTE REQUIREMENT: Majority 4/5ths

■ **RECOMMENDED ACTION/MOTION:** Adopt a retention pay schedule for Mendocino County job classifications within the SEIU bargaining unit identified by Human Resources as hard to retain (as indicated in Attachment A "Retention Pay Recommendation"), and approve the retention pay for those identified classifications to be paid out over four pay periods in the months of April and May in fiscal year 2015-16 and fiscal year 2016-17.

- **ALTERNATIVES:** Return the item to the Department with instructions.
 - **CEO REVIEW (NAME):** Alan D. Flora, Assistant CEO **PHONE:** 463-4441
- RECOMMENDATION:** Agree Disagree No Opinion Alternate Staff Report Attached

BOARD ACTION
 Approved _____
 Records Executed _____

Date of Meeting _____
 Referred to _____
 Other _____