



Agenda Date: 1/23/2007  
Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Olivia Soria for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Quinn Johnston, Principal HR Analyst, 259-8720  
**SUBJECT:** Side Letter Agreement for Personal Digital Assistant (PDA) Reimbursement

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution approving a Side Letter Agreement with SEIU Local 614 - NAPE authorizing the reimbursement to Information Technology Services (ITS) Department employees for use of personally owned Personal Digital Assistant (PDA) devices.

### **EXECUTIVE SUMMARY**

Upon approval by the Napa County Board of Supervisors, designated ITS employees shall be eligible for a monthly reimbursement allowance of \$50 for using a personally owned PDA device to conduct County business. The ability to remotely receive helpdesk calls through PDA devices will lead to improved efficiency and customer service.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The ITS Department will absorb the cost of the PDA reimbursement within its current budget. The cost for the remainder of this fiscal year for four (4) employees would be approximately \$1,200, which is based on the total monthly reimbursement cost for four (4) employees (\$200) multiplied by six (6) months. The annualized cost for four (4) employees would be approximately \$2,400.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Improved efficiency and customer service will result by reimbursing ITS

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	employess who use their personally owned PDA devices to conduct County business.
Is the general fund affected?	No
Future fiscal impact:	The cost for four (4) employees to receive PDA reimbursement would be approximately \$2,400 for an entire fiscal year.
Consequences if not approved:	The consequences if not approved would be in the form of lost productivity, inefficiency and possible delayed response to County information technology problems.
Additional Information:	None

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Based on identified departmental needs, designated ITS employees may be requested to use their personally owned PDA devices to conduct County business. This allows ITS employees who are supporting users at remote sites to receive additional helpdesk calls without having to return to their desk in ITS. The ability to remotely receive helpdesk calls will lead to improved efficiency and customer service. ITS employees requested to do this will be eligible to a monthly reimbursement allowance of \$50 pursuant to the attached Side Letter Agreement.

Initial purchase of the PDA, accessory equipment, and activation fees shall be the responsibility of the employee. Replacement or repair of the PDA shall be the responsibility of the employee. The employee shall pay any costs exceeding the amount of the PDA reimbursement allowance. Reimbursement allowance will not be paid to an employee who is on unpaid leave status.

ITS employees authorized for reimbursement shall not use their personally owned PDA device to perform work outside of normal business hours, unless said work outside of normal business hours is authorized by the employee's supervisor.

The ITS department shall pay the monthly reimbursement following the procedure determined by the Chief Information Officer of ITS in consultation with the Auditor-Controller's office.

This Agreement has been ratified by the members of PSE pursuant to the constitution and bylaws of SEIU, Local 614 -NAPE, and shall be binding upon approval by the Napa County Board of Supervisors and shall expire on June 30, 2007, unless continued by mutual agreement of the parties.

### **SUPPORTING DOCUMENTS**

- A . PDA Reimbursement Resolution
- B . PDA Reimbursement Side Letter Agreement

CEO Recommendation: Approve

Reviewed By: Karen Gratton