



Agenda Date: 2/27/2007
Agenda Placement: 6Y

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Gregersen, Mark - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Approval Of Leave Of Absence Without Pay-Recorder-County Clerk

RECOMMENDATION

Human Resources Director requests a three (3) month extension of Leave Without Pay for an Assessment-Records Assistant I in the Recorder-County Clerk Department through June 1, 2007.

EXECUTIVE SUMMARY

Pursuant to Section 56.2 (a) of the MOU between SEIU Local 614 and the County of Napa regarding Leaves Without Pay in excess of one year, this item requests approval of a three (3) month extension of the Leave Without Pay for an Assessment-Records Assistant I in the Recorder-County Clerk department until June 1, 2007.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Recorder - County Clerk
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	None
Consequences if not approved:	The employee is unable to return to work at this time due to medical reasons. The department has been using an Assessment-Records Assistant I (Limited Term) to absorb the workload of this employee. The limited term position is funded by the Recorder Modernization trust fund and therefore the department

has a general fund cost savings of approximately \$20,347. The department wishes to request approval of an extension of the leave of absence.

Additional Information:

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

On October 31, 2006, the Assessor-Recorder-County Clerk, Human Resources Director, and County Executive Officer approved leave without pay for an Assessment-Records Assistant I who has been unable to work full time since she was injured on March 1, 2005, and who has exhausted all her available leave balances and those available under the Family Care and Medical Leave Policy. This current period of authorized Leave Without Pay is due to expire on February 28, 2007.

The employee suffered a leg injury on March 1, 2005 and was not released to return to work until September 5, 2005. The employee has continued to work in a part time status since September 5, 2005. Due to continuing complications, her physician placed her back on 100 percent disability on October 31, 2006. She is currently not expected to return to work until June 1, 2007.

Therefore, the Human Resources Director requests the Board approve extending the Leave Without Pay through June 1, 2007 in order to allow time for the employee to obtain the required return to work authorization and to allow the employer time to engage in any required accommodation.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton