

Board of Supervisors

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COLUSA COUNTY
Board of Supervisors

Special Meeting Agenda Board of Supervisors/Department Head Workshop

May 9, 2023

Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

Welcome to a meeting of the Colusa County Board of Supervisors. If you are scheduled to address the Board, please state your full name for the record. The Board will not address timed items before they are scheduled. The "Consent Calendar" may be adopted by one motion. Regularly numbered items may be considered at any time during the meeting. All items are listed in accordance with the Ralph M. Brown Act. We invite all members of the public to attend.

NOTE: You can listen to the meeting by dialing one of the numbers below:

Phone: 1-916-246-0723
Toll-Free: 1-800-356-8278
Code: 401978 - **THIS LINE IS FOR LISTENING IN ONLY**

1:30 p.m. CALL TO ORDER
○ Pledge of Allegiance
○ Period of Public Comment

I. HUMAN RESOURCES

1. Follow-up discussion regarding recruitment and retention challenges, future staffing of the County of Colusa, and consideration of potential service model shifts to create General Fund budget savings.

ADJOURN

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the purview of the Board of Supervisors and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of **15 minutes per issue** and each individual or group will be limited to no more than **5 minutes each**.
Note: No Board action shall be taken on comments received.

ORDINANCES AND PUBLIC HEARINGS: If you challenge in a court action a decision of the Colusa County Board of Supervisors regarding a zoning, planning, land use, or environmental protection matter made at any public hearing described in this notice, you may be limited to raising only those issues (1) you or someone else raised at such public hearing, or (2) raised in written correspondence delivered to the Colusa County Board of Supervisors at, or prior to, such public hearing.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item since January 1, 2023. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member and may be made either in writing to the Clerk of the Board of Supervisors prior to the subject hearing or by verbal disclosure at the time of the hearing.

All supporting documentation is available for public inspection and review in the Office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.

**Request For County Board of Supervisors Action**

MEETING DATE: May 9, 2023

DEPARTMENT: Human Resources

FROM: Dar Rhodes

SUBJECT: Board of Supervisors March 27, 2023 Workshop Follow-Up – Recruitment, Retention & Service Delivery Model Shifts

Follow-up discussion regarding recruitment and retention challenges, future staffing of the County of Colusa, and consideration of potential service model shifts to create General Fund budget savings.

Detailed Description/Background of request

As discussed in the Board of Supervisors Workshop on March 27, the County of Colusa's Department Heads met with the Board to share their respective current recruitment, retention, and staffing challenges in an effort to seek guidance from the Board as to potential resolutions and paths forward.

In addition to the recruitment and retention challenges, the County is facing serious, known shortfalls in the County's ongoing General Fund revenues, which was the impetus for pragmatic discussions related to what departments can do to shift service delivery expectations, and to ascertain whether the County is willing to consider a *smaller, smarter agency* model.

To provide the Board of Supervisors with department level insight, each of the 17 Department Heads offered summaries of recruitment, retention, and staffing realities prior to the March 27 Workshop. Department Heads shared their challenges with:

- Recruitment - such as public service perceptions, lack of applicants, market median wages, the need for competitive benefits parity, streamlined promotional processes, a desire for new recruitment concepts;
- Retention - such as the County's outdated salary step system, desire for clear accelerated step program, current trends for non-general fund sponsored retention and hiring bonuses, low rental/housing stock, the desire for remote work possibilities for various job classifications; and
- Potential Service Delivery Shifts - considering support for a service-driven smaller, smarter government agency.

At the conclusion of that workshop, the Board requested the top priorities be brought back for a follow-up workshop. The top priorities requiring further Board discussion were

determined to be:

- Remote Work Capabilities - allowing for positions and incumbents who meet specific criteria to take advantage of remote work possibilities;
- Benefits Parity - offering competitive benefits (such as vacation and admin leave parity) to acknowledge prior public agency experience;
- Accelerated Salary Steps - giving Department Heads the ability to utilize advanced or accelerated salary steps as a way to retain top-performers; and
- Recruitment and Retention Bonuses - allowing departments (with non-general fund dollars available) to take advantage of those explicitly earmarked dollars to offer hiring or retention bonuses for specific hard-to-fill positions.

As conversation openers, several documents (strictly in draft format) related to the above topics are attached to this report. The appointed and elected Department Heads will be seeking further dialogue and direction on bringing all of the above items before the Board at a later date.

There is much to consider as we continue to determine strategies that best serve the organization and thereby the constituency of the County of Colusa.

Prior Board Action

NONE

Fiscal Impact/Funding Source

None at this time.

Action for the Clerk

NONE

ATTACHMENTS:

- TELEWORK Policy DRAFT 05092023 (DOCX)
- TELEWORK Agreement & Schedule - ATTACHMENT (DOCX)
- TELEWORK Worksite Safety Checklist & Certification - ATTACHMENT (DOCX)
- ACCELERATED SALARY Steps DRAFT 05092023 (DOCX)
- ADMIN LEAVE Policy DRAFT 05092023 (DOCX)
- VACATION BENEFIT PARITY Policy Rule DRAFT 05092023 (DOCX)



Telework Policy

Colusa County Department of Human Resources
Colusa, California

SECTION I – PURPOSE

Teleworking is a flexible work arrangement that allows eligible County of Colusa ("County") Employees to work in a designated alternative work location other than their primary work location. Teleworking is a cooperative arrangement between employees and their employing department.

Teleworking benefits employees, the County, County departments, and the community. Benefits include:

- Ability to function during an emergency when the regular worksite is inaccessible
- Increased productivity
- Efficient use of County resources, including office space
- Recruitment and Retention of highly qualified Employees
- Greater flexibility for Employees and departments
- Improved Employee morale and job satisfaction
- Reduced Employee absenteeism
- Reduced Employee commute time and costs
- Decreased energy consumption, air pollution, traffic and parking congestion, and transit overcrowding.

SECTION II – APPLICABILITY

This policy applies to all County Employees that meet the eligibility criteria outlined in Section IV, Part A. For the purposes of this policy "Employee," as defined below, includes appointed and elected officials.

SECTION III – DEFINITIONS

Employee: Officers, deputies, assistants, and all other persons employed by the County including permanent, probationary, part-time, and extra help employees.

SECTION IV – POLICY

All County Employees who telework must have an approved *Telework Agreement and Schedule* form under this policy. A County department may have additional Telework requirements, guidelines, or procedures, provided they are consistent with this policy.

Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of County employment. Teleworking Employees must comply with all County rules, policies, practices, and instructions.

A teleworking Employee must perform work during scheduled teleworking hours. Teleworking Employees may take care of personal business during breaks and the unpaid lunch period, as they would at the regular worksite.

A department head or designee may deny, end, or modify a teleworking agreement for any business reason. Similarly, a teleworking Employee may request to end or request to modify a teleworking agreement at any time. Employees may be removed from the Telework Program if they do not comply with the terms of their teleworking agreement and this policy.

A. Eligibility

Telework is not a right of any employee or position. Eligibility for teleworking is based on both the position and the Employee and is subject to department approval based on the following guidelines:

a. Position Eligibility

An Employee's position may be suitable for teleworking when the job duties:

- i. Are independent in nature.
- ii. Are primarily knowledge based.
- iii. Lend themselves to measurable deliverables.
- iv. Do not require frequent in-person interaction at the regular worksite with supervisors, colleagues, clients, or the public.
- v. Do not require the employee's immediate physical presence at the regular worksite to address unscheduled events unless alternative arrangements for coverage are possible or can report to their worksite in a reasonable amount of time as determined by their department head.
- vi. Immediate physical presence is not routinely essential to on-site workflow.
- vii. May be performed remotely without affecting a department's operational needs.

b. Employee Eligibility

An employee may be suitable for remote work when in the discretion of the Department Head, the employee has:

- i. Met performance expectations
- ii. Demonstrated dependability and responsibility
- iii. Demonstrated the ability to effectively communicate with supervisors, coworkers, and clients
- iv. Demonstrated initiative and strong work ethic
- v. Demonstrated the ability to work independently
- vi. Achieved a consistently high rate of productivity
- vii. Demonstrated a high level of skill and knowledge of the job
- viii. Demonstrated the ability to prioritize work effectively
- ix. Good organizational and time management skills
- x. Possession of equipment, software, or supplies needed to perform job duties while remotely working.

- c. Employees who are not upholding County obligations, such as meeting performance or conduct expectations, are not eligible for the Telework Program.

B. Agreement Options

- a. Teleworking agreements can be on a regular and recurring, or an occasional basis or temporary basis.
 - i. Regular and recurring means an employee works away from their primary work location on an established day or days, and on a recurring schedule.
- b. Employees who telework on a regular and recurring basis must be available to work at their primary work location on teleworking days if needed and provided reasonable advance notice. Conversely, occasional requests by Employees to change their regularly scheduled teleworking days should be accommodated by the department head or designee if possible. Employees must obtain prior authorization to change a regularly scheduled teleworking day.
- c. Occasional teleworking means an Employee works away from the office on an infrequent, one-time, or irregular basis. This option provides an ideal arrangement for Employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet the eligibility criteria.

C. Work Hours

- a. Teleworking Employees must perform designated work during scheduled work hours outlined in their approved *Telework Agreement and Schedule* form.
- b. Teleworking Employees must be available by phone and email during scheduled work hours outlined in their approved *Telework Agreement and Schedule* form.
- c. Employees must account for and report time spent teleworking the same way they would at the primary work location, or according to the terms of the *Telework Agreement and Schedule* form. In addition, reports may be required detailing daily activities.
- d. Employees may work overtime only when directed to do so and approved in advance by the department head or their designee.
- e. Employees must obtain approval to use vacation, sick, or other leave in the same manner as departmental employees who do not telework.
- f. Teleworking Employees who become ill must report the hours actually worked and use sick leave for hours not worked.

D. Worksite

- a. A teleworking Employee must designate an alternate work location suitable for performing official business. This will routinely be a location in the Employee's home. The Employee must perform work in the alternate work location when teleworking. Requirements for the alternate work location will vary depending on the nature of the work and the equipment needed and may be determined by the department.

- b. Teleworking Employees must remain available to report to their primary work location or other County office locations for in-person meetings, as necessary and when provided reasonable advance notice.
- c. Teleworking employees must work in an environment that allows them to perform their duties safely and efficiently. The County and/or department may request photographs of all necessary areas of the Employee's alternate work location to determine compliance with the *Telework Worksite Safety Checklist and Certification*.
- d. Employees are covered by workers' compensation laws when performing work duties at their alternate work location during regular work hours. Employees who suffer a work-related injury or illness while teleworking must notify their department head or designee and complete any required forms.
- e. The County is not liable for damages to an Employee's personal or real property while the Employee is working at an alternate work location.

E. County Equipment and Supplies

- a. County equipment, software, or supplies provided by the County are for County business only except as limited by law or agreement.
- b. A teleworking Employee does not obtain any rights to County equipment, software, or supplies provided in connection with teleworking. The Employee must return all County equipment, software, and supplies at the conclusion of the teleworking arrangement or at request of the department, or upon separation of employment.
- c. A teleworking Employee must protect County equipment, software, and supplies from possible theft, loss, and damage. The teleworking Employee may be liable for replacement or repair of the equipment, software, or supplies in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage.
- d. Any equipment, software, files, and databases provided by the County shall remain the property of the County. A teleworking Employee must adhere to all software copyright laws and may not make unauthorized copies of any County-owned software. Employees may not add hardware or software to County equipment without prior approval by their department head or designee or as required for continuity of business operations. Any hardware or software incurring a cost cannot be installed without prior written authorization.

F. Personal Equipment

- a. Employees who use their personal equipment for teleworking are responsible for the installation, repair, and maintenance of the equipment.
- b. Teleworking Employees must understand and agree that the County may request any County documents stored on personal equipment used while teleworking, such as a personal computer,

telephone, or fax machine and that this could involve the employee surrendering such equipment and devices for audit and review in connection with legal compliance. For this reason, employees are discouraged from using personal equipment and departments will make every effort to provide teleworking employees with necessary equipment to carry out their job duties.

- c. Employees must contact their supervisors and report if equipment, connectivity, or other supply problems prevent them from working while teleworking. The department head or designee may reevaluate the Employee's Teleworking arrangement upon receiving this report.

G. Expenses Related to Teleworking

- a. Before beginning the Teleworking Program, Employees must acknowledge in the *Telework Agreement and Schedule* form that the Telework Program is voluntary and no additional expenses related to teleworking will be reimbursed, except as required by law, including, but not limited to, the following expenses:
 - i. Maintenance or repairs of privately-owned equipment.
 - ii. Utility costs associated with the use of electronics; including internet service costs.
 - iii. Costs associated with the occupation of the home/offsite work location.
 - iv. Travel Expenses associated with commuting to their primary work location. [¹], [²]
 - v. Costs associated with use of a personal cell phone or landline.
 - vi. Out of pockets expenses for supplies that are regularly available at their County office location. Employees can access these supplies at their primary work location for use at their alternative work location.

¹ 5 U.S.C. § 5702 *Per diem*; employees traveling on official business has been interpreted to say that in circumstances where the official worksite is reassigned to the telework location, trips to the main worksite are "official business" and the employee is entitled to travel reimbursement. <https://www.telework.gov/guidance-legislation/telework-guidance/official-worksite/>

² An agency must determine and designate the official worksite for an employee covered by a telework agreement on a case-by-case basis using the following criteria:

- The official worksite for an employee covered by a telework agreement is the location of the regular worksite for the employee's position (i.e., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to report physically at least twice each biweekly pay period on a regular and recurring basis to that regular worksite.
- In the case of a telework employee whose work location varies on a recurring basis, the employee need not report at least twice each biweekly pay period to the regular worksite established by the agency as long as the employee is performing work within the same geographic area (established for the purpose of a given pay entitlement) as the employee's regular worksite. For example, if a telework employee with a varying work location works at least twice each biweekly pay period on a regular and recurring basis in the same locality pay area in which the established official worksite is located, the employee need not report at least twice each biweekly pay period to that official worksite to maintain entitlement to the locality payment for that area.
- The official worksite for an employee covered by a telework agreement who is not scheduled to report at least twice each biweekly pay period on a regular and recurring basis to the regular worksite is the location of the telework site (i.e., home, telework center, or other alternative worksite), except in certain temporary situations, as explained under "Temporary Telework Arrangements". <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/official-worksite-for-location-based-pay-purposes/>

H. Security of Confidential Information

- a. All files, records, papers, or other materials created while teleworking are County property. Teleworking Employees and their department head or designee shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them. A department may require Employees to work in private locations when handling confidential or sensitive material. Departments may prohibit Employees from printing confidential information in teleworking locations to avoid breaches of confidentiality.
- b. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to County networks or databases to anyone who is not authorized to have access.

I. Remote Access Policy

- a. Teleworking Employees must comply with all County of Colusa Information Technology (IT) and departmental appropriate use and security policies as they normally would in the performance of their duties at their primary work location.
- b. County of Colusa IT will verify compliance through various methods, including but not limited to; business tools reports, internal and external audits, and inspections, and will provide feedback to Human Resources and the appropriate department staff.

SECTION V – PROCEDURE

A. Application Procedure

- a. Employee discusses their desire to telework verbally or in writing to their department head or designee.
- b. Department head or designee and Employee communicate regarding the appropriateness of Employees request.
- c. If Employee is determined appropriate for teleworking based upon Section IV, Part A of this policy, the Employee will complete the *Telework Agreement and Schedule* form and the *Telework Worksite Safety Checklist and Certification* and submit both forms to their department head or designee.
- d. Department head or designee will review the *Telework Agreement and Schedule* form and the *Telework Worksite Safety Checklist and Certification* and address any questions or concerns with the Employee and/or Human Resources.
- e. Department head or designee will indicate approval or denial on both forms. If the application is denied, the department head or designee will provide a written explanation for the denial on the

Telework Agreement and Schedule Form and/or the *Telework Worksite Safety Checklist and Certification* form. Employees who disagree with a denied application may request a meeting with the department head or designee and the Human Resources Director or designee to discuss and mediate the decision.

- f. Upon approval, the Employee and department head or designee will coordinate with appropriate County staff to procure any necessary County equipment as outlined in the *Telework Agreement and Schedule Form*.
- g. County departments and Human Resources are required to maintain copies of executed *Telework Agreement and Schedule* and *Telework Worksite Safety Checklist and Certifications* forms.

J. Periodic and Ongoing Supervision

- a. Supervisors will check-in with the teleworking employee at a minimum of thirty (30) days after beginning a teleworking schedule. Periodic check-ins should be *documented* to ensure ongoing supervision and performance evaluation is occurring.
 - i. If the job performance of the teleworking Employee is satisfactory and operational needs are being met, the teleworking Employee may continue to telework with no interruption.
 - ii. If the job performance of the teleworking Employee is unsatisfactory, the teleworking Employee may be removed from their teleworking schedule. An Employee removed from their teleworking schedule will be provided a written explanation for the reason of this action on the *Termination of Telework Agreement* form. Removal from a teleworking schedule does not exclude the employee from applying for the Telework Program in the future but could be a contributing factor to a denial of a future application.
- b. Supervisors must continue to complete the performance appraisal process outlined the County of Colusa Personnel Rules.
- c. Employees may be required by their department head or designee to provide ongoing updates or reports while Teleworking. This shall be outlined in their *Telework Application & Agreement*. Changes or additions to reporting requirements may occur during the term of the Telework Agreement as a method of addressing any concerns prior to termination of the Agreement.

K. Modification or Termination of a Telework Agreement and/or Schedule

- a. The teleworking Employee or the teleworking Employee's department may initiate the termination or modification of the Telework Program at any time. A department head or designee may modify or terminate a teleworking agreement for any business reason and with reasonable notice to the Employee.
- b. If the Telework Program is terminated, the department head or designee or the Employee must complete a *Termination of Telework Agreement* form. The Employee will receive a copy of this

form.

- c. If the *Telework Agreement and Schedule* is modified due to a change to the alternate work location, a new *Telework Agreement and Schedule* form and *Telework Worksite Safety Checklist and Certification* outlining the modifications must be completed and approved by the department head or designee.
 - a. If the modification is related to a schedule change only, the schedule portion of the *Telework Agreement and Schedule* form is the only portion that needs to be completed and approved by the department head or designee.
- d. County departments and Human Resources are required to maintain copies of executed *Telework Agreement and Schedule*, *Telework Worksite Safety Checklist and Certifications*, and *Termination of Telework Agreement* forms.

L. Investigations and Penalties

- a. All Employees must cooperate with any investigations into possible violations of this policy.
- b. No Employee will be subject to any form of retaliation for reporting a violation of this policy or participating in an investigation by the County or its representatives into allegations of violation of this policy.
- c. Violations of this policy are subject to discipline in accordance with County of Colusa Discipline Policy 323, up to and including termination.
- d. Questions concerning the application of this policy should be directed to the Human Resources Director, or designee.



County of Colusa Telework Agreement

Employee Name	
Employee Number	
Job Title	
County Email	
Department	
Name of Department Head or Designee	
County Primary Work Location	
Telework Alternate Work Location	

- ☐ I acknowledge that my telework schedule may not be changed without prior written approval from my department head or designee.
- ☐ I acknowledge that requests to work overtime, utilize sick leave, request time off, or request a leave of absence must be approved by my department head or designee in the same manner as when working in the county office.
- ☐ I acknowledge that if I am sick while Teleworking, I am required to report the hours worked, and I must use sick leave or other accrued time to cover the hours not worked.
- ☐ I acknowledge that my alternate work location is considered an extension of the county workspace, and that the county's workers' compensation liability for job-related accidents or injury will apply during my stated telework hours.
- ☐ I acknowledge that I am liable for injuries to any third parties or members of my family, guests, or others present at my alternate work location.
- ☐ I acknowledge that I am responsible for designating a workspace for the installation of equipment to be used while teleworking. I agree to maintain the space in a safe condition, free of hazards and other dangers to myself and to county equipment.
- ☐ I acknowledge that the county may request photographs of all necessary areas of my telework to determine if the work space is safe, to ensure that the location is free from hazards, and to maintain, inspect, repair, replace, and/or retrieve county-owned equipment, software, data, or supplies.

Telework Equipment & Supplies

- ☐ I acknowledge that any equipment provided by the County of Colusa for the purpose of facilitating Telework may only be used at the regular telework location noted above, and only by me for purposes relating to only to county business as described in the Telework Program Policy.



County of Colusa Telework Agreement

- ☐ I acknowledge that I may need to use my own equipment if my department does not issue equipment. Departments will make every effort to provide employees with equipment necessary to carry out their job duties.
- ☐ I acknowledge that I am responsible for the repair and maintenance of any personal equipment that I provide.
- ☐ I acknowledge that if I am issued county equipment, I am responsible for ensuring that all county equipment is used properly, and that the county will provide repair for county equipment as needed.
- ☐ I acknowledge that in the event of any delay in repair or replacement of county equipment, or other circumstances that would make it impossible for me to telework, my department may assign other work, request that I be moved to another work location, or request that I return to my primary work location.
- ☐ I acknowledge receipt of the following County equipment to support my telework:

Item:	Item:
Item:	Item:
Item:	Item:

- ☐ I acknowledge that I will “check out” all supplies needed for the telework assignment by contacting the appropriate office staff.

Expenses Related to Telework

- ☐ I acknowledge that the Telework Program is voluntary, and no additional expenses related to teleworking will be reimbursed, except as provided by law, including, but not limited to, the following expenses:
- Maintenance or repairs of privately-owned equipment.
 - Utility costs associated with the use of electronics; including internet service costs.
 - Costs associated with the occupation of the home / offsite work location.
 - Travel expenses associated with commuting to the County office.
 - Costs associated with use of a personal cell phone or landline.
 - Out of pocket expenses for supplies that are regularly available at the County office (unless approved in advanced and in writing). These supplies are accessible to me at the primary work location.

Telework Provisions

- ☐ I acknowledge that the Telework Program is entirely voluntary and may be terminated by the Teleworker or the County at any time upon reasonable advance notice; rationale for termination must be provided on the Termination of Telework Agreement Form.



County of Colusa Telework Agreement

- ☐ I acknowledge that the duties, obligations, responsibilities, and conditions of my employment with the county are unchanged; I also acknowledge that my salary, retirement, benefits, and county-sponsored insurance coverage are unchanged.
- ☐ I acknowledge that work hours and overtime compensation must conform to county policies and procedures, MOU provisions as applicable, and to the terms otherwise agreed upon by me and my supervisor.
- ☐ I acknowledge that I am required to participate in all studies, inquiries, reports, or analysis relating to Public Records Acts (PRA) Requests. I understand that any collected data that is made available to the general public will not contain any personal identifiers. I understand I may be asked to provide any county documents stored on personal equipment used while teleworking, such as a personal computer, telephone, or fax machine and that this could involve being asked to surrender such equipment and devices for audit and review in connection with legal compliance.
- ☐ I acknowledge that individual tax implications related to telework are my responsibility, and I understand that any questions in this regard should be posed to a tax expert, at my expense.

Final Acknowledgements

- ☐ I acknowledge that I remain obligated to comply with all county rules, policies, procedures, practices, and instructions. Violation of county policies may result in preclusion from telework and/or disciplinary action in accordance with *Colusa County Policy 323*, up to and including termination of employment.
- ☐ I acknowledge that I have received a copy of the County of Colusa *Information Systems Appropriate Use Policy*, and I agree to comply with all such requirements and procedures in my alternate work location. I agree to check in with my supervisor when any information and security matters are at issue.
- ☐ I acknowledge that I am in compliance with the annual requirement to complete *Cyber Awareness* training.



County of Colusa Telework Schedule

Choose One of the following telework Schedules:

- ☐ **Occasional Telework Schedule**
- ☐ **Recurring Telework Schedule (Indicate recurring schedule below)**

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Ongoing Communication & Supervision Requirements:

By my signature, I certify that I have reviewed this Telework Agreement & Schedule Form and understand all acknowledgements and the schedule outlined above. I understand that I may ask any questions before signing below.

Employee Name	
Employee Signature	
Date	

Department Head or Designee Name	
Department Head or Designee Signature	
Date	

- ☐ Approved
- ☐ Denied (Denial Explanation Required)

Denial Explanation:



County of Colusa Telework Worksite Safety Checklist and Certification

Employee Name	
Employee Number	
Job Title	
County Email	
Department	
Name of Department Head or Designee	
County Primary Work Location	
Telework Alternate Work Location	

General

- ☐ Workspace is away from noise, distractions, and is devoted to your work needs?
- ☐ Workspace accommodates workstation, equipment, and related material?
- ☐ Floors are clear and free from hazards?
- ☐ File drawers are not top-heavy and do not open into walkways?
- ☐ Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?
- ☐ Temperature, ventilation, and lighting are adequate?
- ☐ All stairs with four or more steps are equipped with handrails?
- ☐ Carpets are well secured to the floor and free of frayed or worn seams?

Fire Safety

- ☐ There is a working smoke detector in the workspace area?
- ☐ Walkways aisles, and doorways are unobstructed?
- ☐ Workspace is kept free of trash, clutter, and flammable liquids?
- ☐ All radiators and portable heaters are located away from flammable items?
- ☐ Do you have an evacuation plan so you know what to do in the event of a fire?

Electrical Safety

- ☐ Sufficient electrical outlets are accessible?
- ☐ Computer equipment is connected to a surge protector?
- ☐ Electrical system is adequate for office equipment?
- ☐ All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?
- ☐ Equipment is placed close to electrical outlets?
- ☐ Extension cords and power strips are not strung together and no permanent extension cord is in use?
- ☐ Equipment is turned off when not in use?



County of Colusa

Telework Worksite Safety Checklist and Certification

Computer Workstation

- ☐ Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy
- ☐ Chair is adjustable?
- ☐ Your back is adequately supported by a backrest?
- ☐ Your feet are on the floor or adequately supported by a footrest?
- ☐ You have enough leg room at your desk?
- ☐ There is sufficient light for reading?
- ☐ The computer screen is free from noticeable glare?
- ☐ The top of the screen is at eye level?

Other Safety/Security Measures

- ☐ Files and data are secure?
- ☐ Materials and equipment are in a secure place, protected from damage and misuse?
- ☐ You have an inventory of all equipment in the office including serial numbers (maintained on Telework Agreement)?

By my signature below, I certify that that my telework worksite and workspace are adequate to perform all assignments. If, at any time, my telework worksite or workspace become no longer adequate, I will request termination of my telework agreement and begin working at my county office location.

Employee Name	
Employee Signature	
Date	

Department Head or designee Name	
Department Head or designee Signature	
Date	

- ☐ Telework Worksite Safety Checklist Approved
- ☐ Telework Worksite Safety Checklist Denied (Denial Explanation Required)

Denial Explanation:



Accelerated Salary Steps Policy

Colusa County Department of Human Resources
Colusa, California

DEFINITION

Accelerated promotional steps are defined as moving a regular, non-probationary employee to a higher salary step before serving for any prescribed minimum number of years after the last promotion or appointment; thereby allowing the flexibility to move an employee to a salary step more than one step up the salary range.

PURPOSE

This rule preserves Department Head flexibility to allow for meritorious salary increases or early promotions, while making it easier to make consistent recommendations for advancement in such cases.

CURRENTLY

There are several County policies/rules that speak to mechanisms for varying iterations of accelerated steps, but with limitations:

Policy 310 (Employee Selection Procedure) speaks to encouraging promotional advance of employees showing willingness and ability to perform efficiently the services assigned to them, and every person in county service shall be given the opportunity to advance according to merit and ability (which is also in County Code §16-17(b)).

Policy 324 (Reclassification Policy) speaks to reclassifications, indicating a change of class title and class specification for a position occurs by either moving the position to another existing class in the Classification Plan or to a new class specifically created for the position. Where the incumbent is reclassified to a class with a salary range having a higher maximum salary rate, and the incumbent meets the qualification requirement for the new class, and is in fact performing the full range of duties and responsibilities of that position, the incumbent shall be entitled to the closest higher step within the new salary range that would provide a minimum of a 5% increase, not to exceed the maximum of the range. However, this is reclassification-specific.

Personnel Rule 1.103.1 (c) Class Specifications – New and Revised (Out of Class Assignments) offers a current mechanism to compensate incumbents for working at a higher level allowing an employee to perform an out of class assignment for a limited term – although, that mechanism is contingent upon how it was negotiated by the respective bargaining unit the incumbent employee belongs to. *(For example, the Colusa County Employees Association (CCEA) MOU for Out of Class Pay Assignments reads as follows: “Employees assigned to perform clearly established duties of a higher-level position or classification shall receive out of class pay equal to 5% of their base pay for each day they perform the higher-level duties. Employees are not required to assume all duties of the higher-level position or classification to receive out of class pay.”)*

This *Out of Class Assignments* provision mechanism is a temporary, and fairly restrictive, measure to compensate employees working above and beyond their job class and requires the employee to be working beyond their current class or have taken on duties of a higher-level

position, and to meet the minimum qualifications for the higher position. Usually, employees receive out of class pay, as a result of an anticipated reclassification, or it is for a finite time period to cover a vacancy of some kind.

While there is no Colusa County Personnel Rules or Policy language that prohibits advanced steps (the rules are silent) there is also no language that guides or empowers Department Heads to utilize an advanced step mechanism. To wit, it would be prudent to outline eligibility for advanced steps criteria.

ACCELERATED STEPS CRITERIA

Advancement by way of accelerated step increases involves an overall career review and is reserved only for the most highly distinguished employees in the County organization. An employee may be suitable for accelerated steps when, in the discretion of the Department Head, their service to the County of Colusa is highly meritorious.

Advanced steps are reserved for those employees whose strong work ethic:

- (1) exceeds performance expectations;
- (2) has achieved a consistently high rate of productivity, level of skill, and in-depth knowledge of the job;
- (3) demonstrates dependability, responsibility, high initiative, and ability to work independently; and
- (4) who may have attained wide recognition reflective of its significant impact to their Department or to the County of Colusa organization;
- (5) with all of the above outlined in a department head justification submitted to the CAO for review and final approval.

Except in rare and compelling cases, advancement will not occur after less than one year at the current salary step. Moreover, mere length of service and continued good performance is not justification for further salary advancement. There must be demonstration of additional merit and distinction beyond the performance on which the current step was based.

Further, a merit increase in salary steps for a person already serving at an above-scale (12 or higher) salary level, must be justified by strong and compelling *new* evidence of merit and distinction, as continued good service is not an adequate justification.

The salary increase for a person eligible for accelerated steps is a minimum of 5% (which may be achieved in one or two steps depending on location in the salary schedule) and a maximum of 15% (which may be achieved in 3 to six steps, depending on location in the salary schedule); contingent upon the above criteria, in addition to Departmental budget capability.



Administrative Leave Policy

Colusa County Department of Human Resources
Colusa, California

Administrative Leave for Exempt Job Classifications

This policy applies to those employed in classifications eligible for exemption from the overtime provisions of the Fair Labor Standards Act (FLSA) and designated by the Board of Supervisors to be salaried and, therefore, exempt from the overtime provisions of the FLSA. These employees may be required to periodically or routinely work long or irregular hours to fulfill the responsibilities of their positions and are not eligible to receive overtime compensation or compensatory time off.

However, in recognition to employees whose job responsibilities sometimes cause them to work numerous hours in excess of the normal County workweek to accomplish program objectives, the County will provide paid administrative leave as follows:

- 1) Eligible, salaried (FLSA Exempt) employees will receive an additional 80 hours of compensated Administrative Leave beginning on September 1, 2023, and at the beginning of each fiscal year, thereafter, or prorated during the course of the year when employed less than a full year.
- 2) Unused Administrative Leave must be taken within the fiscal year in which it was earned or it may be forfeited. The benefits provided by this program are not related to hours worked, nor subject to accrual, and under normal circumstances may not be carried over beyond the end of the fiscal year.
- 3) The benefits provided by this program are not subject to cash-out: This is an annual use-or-lose leave provision. Upon termination or retirement, no monetary award will be authorized for unused accumulated administrative leave.
- 4) Administrative Leave must be approved in advance by the department head and posted to the employee's timecard.
- 5) The CAO has the authority to rescind administrative leave in those instances of abuse or misuse of the intent of this provision.



Vacation Benefit Parity Policy

Colusa County Department of Human Resources
Colusa, California

VACATION BENEFIT PARITY

The Board of Supervisors is authorized to prescribe and set compensation amounts for County officers and County employees, including leave benefits. Chapter 2, Article I, Section 2-14 of the Colusa County Code requires that, except as otherwise provided by law, the compensation paid to County employees shall be fixed by resolution adopted by a majority of the Board of Supervisors.

In October of 2020, the Board of Supervisors adopted, by resolution, compensation packages for non-elected department heads appointed by the Board, or County Administrative Officer, which formalized that all non-elected department heads appointed by the Board of Supervisors or County Administrative Officer shall be credited, for the purpose of accrual, with year-for-year years of service at other public agencies prior to appointment in Colusa County.

Over the past two years has been increasingly difficult to recruit public servants with prior public agency experience at other agencies, due to the fact that generally as new employees they are required to forfeit all prior public agency service time when coming to the County and cannot use that prior time and experience toward accruing vacation leave at the County.

In an effort to enhance the ability of the County to recruit experienced public service candidates in a competitive manner, the County wants to acknowledge prior public agency experience for the purpose of County vacation accruals. In fact, the Board of Supervisors would like to acknowledge prior public agency experience for the purpose of County vacation accruals for all County employees.

Therefore, as a recruitment and retention incentive for prospective and current Colusa County employees, the following benefit parity incentive is provided:

- a. Vacation Accrual Rate: The County of Colusa vacation accrual rate shall be consistent with the candidate's total years of public service.
- b. Notwithstanding any compensation package language to the contrary, all employees appointed by the Board of Supervisors, the County Administrative Officer, or a Department Head, shall accrue vacation benefits pursuant to Colusa County Personnel Rules (1.108.2 [a] Paid Leaves [Vacation Leave]), except that each successful candidate and current County employees shall be credited for the purpose of accrual, with their years of service at other public agencies, prior to appointment in Colusa County.
- c. Such credit will be year for year.