



Mendocino County

Legislation Text

File #: 24-0206, Version: 1

To: BOARD OF SUPERVISORS

From: Human Resources

Meeting Date: February 6, 2024

Department Contact: William Schurtz

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Department Contact: Brandy Dalzell

Phone: 707-234-6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of the Fiscal Year 2023-2024 Voluntary Separation Incentive Program and Designation List

Recommended Action/Motion:

Adoption of Fiscal Year 2023-2024 Voluntary Separation Incentive Program and Designation List; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 20, 2023, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2023-2024 Budget, Resolution Number 23-109

Summary of Request:

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

In the context of the county's current budget, the Voluntary Separation Incentive Program (VSIP) is a labor-sensitive approach to minimizing potential involuntary staff reductions. The VSIP allows department heads to manage a reduction of the workforce in a manner that minimizes negative impact on services provided and employees.

The goal of the VSIP is to incentivize employees to vacate allocations/positions prior to a designated date and would require that the departments hold the vacancies for a period of two (2) years. This program allows department heads to select which classifications and the number of full-time equivalents to be offered for the VSIP in order to strategically plan the future of the department.

Employees eligible for the program must be regular full-time or part-time employee, allocated at 0.75 to 1.0 FTE in the department designated classification selected for the VSIP; are either at-will or have achieved permanent status in their current service period as outlined in the VSIP guidelines. There is no requirement to retire or be of a minimum age in order to participate.

Eligible employees who participate in the program during the specified dates would receive an incentive of

between \$15,000 to \$25,000 for employees with 10 or more years of service to the county, and \$10,000 to \$14,000 for employees with less than 10 years of service, depending upon total years of current service. All benefits paid under this program are taxable to the employee and to the county. The cash payment occurs post-employment and is not deemed part of “final compensation” for purposes of calculating retirement benefits.

The total fiscal impact is difficult to predict for the Voluntary Separation Incentive Program. Costs will depend on the actual number of employees participating in the VSIP and their years of service. The costs for the VSIP are one-time costs.

Attached to this item is the Voluntary Separation Incentive Program plan, VSIP Resignation and Release Agreement, and the VSIP Designation List of positions.

Recommendation is to approve the Voluntary Separation Incentive Program plan and the VSIP Designation List of positions designated by departments to be included in the VSIP.

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

Strategic Plan Priority Designation: An Effective County Government

Supervisory District: All

Vote Requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Various

current f/y cost: Undetermined

budget clarification: N/A

annual recurring cost: N/A

budgeted in current f/y (if no, please describe): No

revenue agreement: N/A

AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL: Yes

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: February 6, 2024

Final Status: **Adopted**



