

DEPARTMENT:
Public Health

BY: C. B. Mosher, MD, Health Officer
PHONE: 966-3689

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes_x__ No__)

Recommend resolution authorizing Health Officer to permit part time staff to work at home under certain circumstances.

Current County policy does not allow for employees to bill for time spent on work-related activities which they may perform at home. The Health Department utilizes many staff members at the professional level on a part time, rather than full time, basis. That means that these part time staff are not in the office everyday and there are some activities such as contacting people by telephone that do not occur optimally for the benefit of the program and the County as a result.

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BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not allow the proposed work at home. Currently experienced inconveniences and inefficiencies would need to be tolerated by the public and staff members.

COSTS: (x) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 96-460 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

(x) Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

_____ Recommended

_____ Not Recommended

For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

Comment: _____

A.O. Initials: C.B.M.

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Advantages to utilizing part time staff are as follows:

1. Salary savings to the County (lower benefit percentage).
2. Ability to hire "specialists" in various program areas such as AIDS, Health Education, Childhood Screening and Clinical Services.

The major disadvantage of utilizing part time staff is that it is sometimes inefficient. Catching return phone calls on days when staff members are not in the office, and meeting with the public on a face to face basis is inefficient because it is restricted to the part time employee's schedule. Experience over the years has been that the program and service to the public sometimes suffers as a result.

Proposal:

The proposal is to allow selected Health Department staff members who are part time to do some work at home. Activities that would be done at home would include telephone conversations, occasional computer work and some kinds of paperwork.

Control of work at home:

The situation would be controlled as follows:

1. Prior approval from the Department Head would be required.
2. This would be allowed only on a case by case basis.
3. This would be only an occasional activity with time limits set. It is anticipated that only a small percentage of the employee's time during any given pay period would be attributable to work at home.

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: DR. MOSHER, Health Officer
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: PART TIME STAFF WORKING AT HOME

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on November 12, 1996

ACTION AND VOTE:

Dr. Mosher, Health Officer;
Resolution Authorizing Health Officer to Permit Part Time Staff to Work at Home Under
Certain Circumstances (Continued from Policy 10/22/96)

BOARD ACTION: Discussion was held with Dr. Mosher concerning the request.
(M)Pickard, (S)Stewart, Res. 96-460 adopted authorizing approving request with the
stipulation that Dr. Mosher come back with a progress report in the future/Ayes: Reilly,
Stewart, Pickard; Noes: Balmain, Parker.

cc: Jeff Green, County Counsel
Nancy Kyle, Personnel
File
Ken Hawkins, Auditor
CAO