

DEPARTMENT: LIBRARY

BY: JACQUELINE M. DODD MERIAM
PHONE: 966.8478

RECOMMENDED ACTION AND JUSTIFICATION:

MARIPOSA COUNTY LIBRARY STAFF SCHEDULE PROPOSED CHANGES

The Mariposa County Librarian is proposing that all 3 full-time permanent staff individuals work from either 8:00 A.M. – 5 P.M. or 9 A.M. – 6:00. In the past 1 staff member has worked a straight 8:00 A.M. – 5 P.M., Monday through Friday work schedule. The County Librarian is requesting that all staff members to be interchangeable, flexible, and equitable in working the 2 possible work shifts for the following relevant reasons:

- For the safety of staff members and patrons, the library should have experienced full-time staff to close the library in the evening. Full-time staff are the only ones who have keys and know the alarm codes;
- Better use of personnel hours in relationship to service to patrons and insure quality service to our patrons;
- Fair and reasonable distribution in working the various shifts for all staff;
- Equitable staff utilization of routine procedures and;
- Equitable staff sharing of hours is an indication of humanistic concerns and values for fellow staff members. All staff would work either 8:00 A.M. – 5 P.M. or 9 A.M. – 6:00 P.M., there is only one (1) hour difference between the two (2) shifts.

Present hours of operation are Tuesday /Thursday -9:30 A.M.-6:00P.M., Wednesday/Friday-9:30 A.M.-5:00P.M., and Saturday 10:00 A.M.-5:00 P.M.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

"8.2.5-The Board of Supervisors shall make the final decision which is final and binding on all parties. The decision of the Board is not subject to the grievance procedure." Mariposa County Memorandum of Understanding, page18.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Library will have a less safe, inequitable, and inflexible staff schedule .

Financial Impact? () Yes (✓) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		Background Information - 1
Source:		
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
() General () Other		

CLERK'S USE ONLY:

Res. No. 03-163 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____

() Approved
(✓) 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

COUNTY ADMINISTRATIVE OFFICER:

(✓) Requested Action Recommended
() No Opinion
Comments:

CAO: Reh.

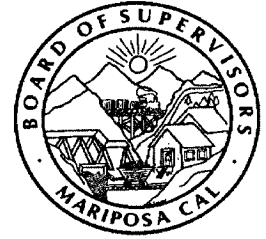


COUNTY of MARIPOSA

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JACQUE MIRIAM, Librarian

FROM: MARGIE WILLIAMS, Clerk of the Board *jmw*

SUBJECT: ADOPTION OF PROPOSED LIBRARY STAFF SCHEDULE CHANGES
Resolution No. 03-163

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 13, 2003

ACTION AND VOTE:

1:24 p.m. Jacque Meriam, Librarian;

Approve Proposed Changes to Mariposa County Library Staff Schedule to Allow All Staff Members to be Interchangeable, Flexible and Equitable in working the two (2) Possible Work Shifts

BOARD ACTION: Discussion was held relative to the request. Rich Inman, County Administrative Officer, advised that this matter is being heard as a result of a grievance that was filed.

Debra Rockwood, SEIU Field Representative, noted that there are three full-time staff members affected by this request. She noted that the senior staff member had rotating shifts and recently has had a stable work schedule of 8 to 5. She stated she does not understand the safety issue reasoning for this request as there are currently full-time staff members present until closing. She referred to the grievance hearing that was heard by Dr. Mosher, and she stated the other two employees indicated that they did not mind the current work schedule and they did not want to rotate. Debra responded to questions from the Board relative to the Union's representation of the other employees in the Department, and relative to the flexibility of scheduling with employees represented by the Union in the Park.

Jeff Green, County Counsel, responded to questions from the Board as to whether the County has any policies for seniority in the Memorandum of Understanding with the Union, or any personnel practices.

Debra Rockwood noted that the Librarian did not wait the thirty days for impasse; however, they did not contest that. She stated she feels the proposal is demoralizing to the employee. She also noted that one of the employees had stated that she preferred the evening shift.

Discussion was held. Rich Inman stated he feels the department head should be able to decide on the scheduling for the department. (M)Stetson, (S)Balmain, Res. 03-163 was adopted approving the requested change to the staff schedule/Ayes: Unanimous.

cc: Sandi Laird, Personnel/Risk Management Technician
Ken Hawkins, Auditor
File