

July 29, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AUTHORIZATION FOR ENHANCED VOLUNTARY TIME-OFF (EVTO) PROGRAM
(ALL SUPERVISORIAL DISTRICTS)(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the immediate extension of the Enhanced Voluntary Time Off Program provided for in Section 6.28.200 of the Los Angeles County Code.
2. Authorize the Child Support Services Department (CSSD) to continue to maintain existing staff contingent on the Department realizing sufficient savings from implementation of the EVTO Program and/or other such cost savings measures as may be implemented by the Department at no additional County cost.
3. Instruct the Auditor-Controller to implement the necessary changes to payroll systems and procedures.
4. Approve the accompanying ordinance amending Title 6 of the Los Angeles County Code.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 29, 1992, in response to the County's difficult budget picture, the Board approved implementation of an EVTO Program for fiscal years 1992-93 and 1993-94. EVTO is a special program in which employees may individually volunteer up to 60 unpaid days off without the full loss of benefits usually associated with unpaid leave.

Due to current and anticipated budget constraints, it is recommended this program be reinstated on a County-wide basis effective immediately.

As under the previous iteration of this program, employees may voluntarily take up to 60 days off without pay with continuation of most benefits (i.e., vacation, sick leave accrual, flexible benefits). Employees may also take an additional unpaid period of voluntary time-off beyond the initial 60 days, but without the special benefit protections of the initial period.

In adopting the final budget for the CSSD for FY 2003-04, your Board approved the deletion of 207 budgeted positions. With recent changes, the CSSD will be able to restore 174 of the 207 budgeted positions. However, the State budget cuts still necessitate the deletion of 33 positions from the budget. The implementation of the EVTO and other cost cutting measures may assist in the restoration of some or all of these positions.

Effective July 31, 2003, a workforce reduction in the CSSD will be effected. Therefore, there is an immediate need to implement this EVTO Program which will assist in the mitigation of a reduction in force. To assist in this mitigation it is necessary that the Department receive authorization to maintain existing staff. The positions will remain filled only to the extent funding is available and anticipated savings are realized.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County's Strategic Plan, Organization Effectiveness and Fiscal Responsibility Goals, by providing a means to continue critical programs while enabling budgetary savings.

Countywide Strategic Plan Goal 5 envisions the improvement of the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; emotional and social well-being and educational/workforce readiness. The ability of the CSSD to continue to provide services relative to this goal will directly impact the economic well-being of children and families by providing more human resources to address the financial support of children by their non-custodial parents.

FISCAL IMPACT/FINANCING

These recommendations will result in no additional net County cost. Depending on the level of employee participation in the program, EVTO will generate budgetary savings for the participating departments, and will help reduce the need for layoffs and reductions in staff providing vital public services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

To effectuate the EVTO Program, your Board must extend Chapter 6.28, Section 6.28.200 of the Los Angeles County Code relating to Title 6, Salaries. Under the terms of Chapter 6.28, each department must request approval from the CAO to implement the EVTO Program. With regard to the CSSD, approval will be granted immediately upon your Board's approval of these recommendations.

The CAO will issue administrative instructions as necessary regarding the operation of the EVTO Program. CAO staff have consulted with employee representatives regarding the implementation of this program, and they have not expressed any opposition.

The accompanying ordinance amendment has been approved as to form by the County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these recommendations will enable departments to effect budgetary savings, thus allowing the continuation of critical services, and will provide for maximum program effectiveness under the known budget constraints.

Respectively submitted,

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRH
WGL:PG:lg

C: County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors
Affected Departments