COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: September 19, 2017

Submitting Department(s): Personnel Department

Contact: Linda Durrer, Personnel Director
Phone: (530) 934-6005

BRIEF SUBJECT/ISSUE DESCRIPTION:
From time to time it is necessary to review and revise language contained in the Book of Administrative Policies and Procedures. The definition of “Immediate Family Member” is revised to meet the legal definition under Federal Law.

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Required ___ Minutes

☒ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)
Planning and Public Works

☐ Receive Concurrence

ATTACHMENTS

☒ Board Report
☐ Letter
☒ Minute Order
☐ Contract
☐ Transfer
☒ Grant App.
☒ Resolution

LEGAL/PERSONNEL/FISCAL

☒ County Counsel
☐ Personnel
☐ Finance

☐ Return Minute Order
☐ Return Certified Copy Of:

☐ Other:

CLERK INSTRUCTIONS

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ Published
☐ Affidavit on File w/Clerk
☐ Affected Parties Notified

Public Hearings:

☐ State ☐ Federal

Bill#: __
☐ Latest Version of Bill
☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

☐ General Fund Impact
☐ Other: ______
☐ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

☐ New ☐ Renewal
☐ Amendment
☐ Insurance Certificate
☐ Contract Report

Date of Original Contract:
Contract No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:
Adopt a Resolution to replace language defining “Immediate Family Member” in the Book of Administrative Policies and Procedures, Title 12 – Management Policies; Chapter 10.02 – Personnel Management; Section 10.02.06 - Catastrophic Illness/Injury Leave Policy.

Reviewed By (if applicable):

Linda Durrer
Personnel Director

Department of Finance
COUNTY OF GLENN
BOARD REPORT

Submitted by Department of Personnel
(Department)

EXECUTIVE SUMMARY:
The Glenn County Book of Administrative Policies and Procedures warrants changes from
time to time. In this instance the language describing “Immediate Family Member” needs to be
revised to reflect the current legal language.

RECOMMENDATION(S):
Recommendation for Board of Supervisors to approve the attached Resolution amending
Section 12.02.09 B: Catastrophic Illness/Injury Leave Policy, definition of terms (as used in this
policy), Chapter 12.02: Personnel Management, of Title 12: Management Policies of the Glenn
County Book of Administrative Policy and Procedures.

The current Catastrophic Illness/Injury Leave Policy states:

2. “Immediate Family Member” is the spouse, child(ren), and the father, mother, sister, brother
of the employee or of the employee's spouse. For the purposes of this policy only, “Immediate
Family Member” includes a person whose sex is opposite that of the employee, who is living
with the employee in an unmarried domestic relationship, and who is legally able to marry the
employee.

The above language should be replaced with:

2. “Immediate Family Member” is the spouse, child(ren), parent, sibling, grandparent,
grandchild, or domestic partner of the employee or of the employee’s spouse. This list includes
all family relationships recognized by law such as “in-law”, “step”, “half”, “adopted”, and “foster
family”.

HISTORY AND BACKGROUND:
The Memorandums of Understanding between the County and the bargaining units have been
updated to reflect appropriate language for the Catastrophic Illness/Injury Leave Sharing
Program. Somehow the Book of Administrative Policies and Procedures was overlooked. The
recommended language will speak appropriately to the definition of “immediate family
member”.

FISCAL/PERSONNEL IMPACT(S):
There is no cost associated with this change.

ANALYSIS/DISCUSSION:
Please see above.
BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA
RESOLUTION NO. 2017-____

A RESOLUTION TO AMEND BOOK OF ADMINISTRATIVE POLICIES AND
PROCEDURES, TITLE 12 – MANAGEMENT POLICIES

WHEREAS, the Personnel Director has reviewed the Glenn County Book of Administrative
Policies and Procedures Title 12 – Management Policies, Chapter 12.02 – Personnel
Management, Section 12.02.09 - Catastrophic Illness/Injury Leave Policy; and

WHEREAS, the Personnel Director finds it necessary to revise the language in the Book of
Administrative Policies and Procedures Title 12 – Management Policies, Chapter 12.02 –
Personnel Management, Section 12.02.09 - Catastrophic Illness/Injury Leave Policy; and

WHEREAS, there is no impact to the general fund.

NOW, THEREFORE BE IT RESOLVED that the Title 12 – Management Policies;
Chapter 12.02 – Personnel Management, Section 12.02.09 Catastrophic Illness/Injury Leave
Policy; B. 2 be amended to read as follows:

2. “Immediate Family Member” is the spouse, child(ren), parent, sibling, grandparent,
grandchild, or domestic partner of the employee or of the employee's spouse. This list includes
all family relationships recognized by law such as “in-law”, “step”, “half”, “adopted”, and “foster
family”.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a
regular meeting there of held on _____________, 2017, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

ATTEST:

KEITH CORUM, Chairman
Board of Supervisors,
Glenn County California

DI AULABAUGH, Clerk of the Board
Board of Supervisors, Glenn County, California

APPROVED AS TO FORM:

ALICIA EKLAND, County Counsel
Glenn County, California