

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF JANUARY 27, 2021*

### *REGULAR MEETING*

**TO:** Tim Palmer, Vice-Chair, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** José C. Henríquez, Executive Officer

**AGENDA ITEM #13: CONSIDER AND APPROVE GRANTING ONE-TIME  
ADDITIONAL VACATION TIME TO ASSISTANT EXECUTIVE  
OFFICER**

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#### **RECOMMENDATION**

Staff recommends that the Commission grant an additional two (2) vacation days to the Assistant Executive Officer, beyond her normal paid time off accrual rate, to be taken some time in the next four to six weeks.

#### **REASON FOR RECOMMENDED ACTION**

The agency has been without administrative support for the past year. Your Assistant EO should be given these two extra days as a thank you for exemplary service to LAFCO because she has absorbed additional administrative functions beyond those delegated to her to ensure a smoother transition when the Administrative Assistant position is filled.

#### **BACKGROUND**

As stated above, LAFCO has not had administrative support for a year. Because of that, your Executive Officer and Assistant Executive Officer have had to split certain administrative tasks to keep the office functioning. During this time, your AEO has not only absorbed the delegated tasks that were given, she has also assumed others, unexpectedly and unprompted, beyond her assignments.

Some examples include but are not limited to:

- Maintaining and scanning the Commission meeting files;
- Ensuring the appropriate office supplies are on inventory;
- Maintaining the billable hours files

Each of these tasks is time consuming, and depending on the job size for the meeting file, can take a good portion of the day. She has been able to do these additional tasks despite no decrease in workload as a result of the pandemic. As a public agency LAFCO does not have the same tools to thank an employee for an exemplary job; however, it can grant additional time off subject to certain limitations.

Paid time off (PTO) is calculated from a factor specified in the Commission's Personnel Policies and Procedures (P&P) multiplied by the number of eligible hours worked within a pay period (eligible hours include regular workdays and some PTO like sick and vacation hours but not others like bereavement or medical leave). Because this is an automatic and specified benefit, the Executive Officer does not have the authorization to grant additional time beyond the accrual formula contained in the (P&P). As a result, this additional time off can only be authorized by the Commission.

#### *Terms and Conditions*

If approved, the additional two (2) days off are a one-time grant and must be taken within 4-6 weeks from January 31<sup>st</sup> (the first day of the pay period after the Commission meeting). These two days can be used as hours (up to 16 hours) instead of full days off but would not count as eligible hours for purposes of calculating PTO hours. In addition, the hours cannot be exchanged for monetary compensation. Any leftover hours not used within the 4-6 week time span are forfeited and non-recuperable.