

Work Session Request Form

Specific Topic / Wording of Agenda Item: Approve the scheduling of a Board of Supervisors Work Session meeting on Tuesday, August 27, 2013.

Justification / Executive Summary: During an official Board of Supervisors Work Session, the Human Resources Department and the County Administrator will provide an informational review of the proposed changes to the Drug and Alcohol Policy, FMLA policy, the new Workers Compensation Supplemental Benefits Plan along with any HR policy manual and County Merit System Rules corrections. HR and the County Administrator will provide a brief presentation. The Board of Supervisors will have an opportunity to ask questions, make comments, and offer feedback.

Proposed Outcome: Provide an informational review of the proposed changes in the revision of policies and review the new policy on WC Supplemental Benefits Plan to the Board of Supervisors.

Presenter: Mike Ortega, County Administrator, and Julie Morales, Human Resources Director

Required Attendees: BOS Supervisors, CA, Jim Vlahovich DCA, Terry Bannon CAO

Others to Notify: n/a

Date Needed: Tuesday, August 27, 2013

Estimated Time: 1:30pm-3:30pm (No longer than 1.5 hours)

Supporting Material to Be Included: HR will submit draft policies during scheduled work session.

Requested by: Kelley S. Jones, Human Resources Analyst, on behalf of Julie Morales, Human Resources Director