

## **RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

### **RESOLUTION AUTHORIZING THE COUNTY MANAGER TO APPROVE DEPARTMENT AND DIVISION CLOSURES DURING THE COUNTY'S TWO-DAY WINTER RECESS**

---

**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, pursuant to the Memoranda of Understanding with the Building and Construction Trades Council, Law Enforcement Unit (DSA Non-Safety Classifications), Probation and Detention Association, San Mateo County Council of Engineers, Service Employees International Union, and the Union of American Physicians and Dentists, as well as the Management, Attorney and Confidential Resolutions, the County will hold a two (2) day period between December 26th and December 31st of 2019 and 2020, during which County departments and divisions employing members of these groups may move to minimum staffing levels and/or close business, depending on the needs of the public served and the County (the "Winter Recess"); and

**WHEREAS**, pursuant to those same Memoranda of Understanding and Resolutions, the determination of which departments and divisions will close or go to minimum staffing and which bargaining unit members will be required to work is entirely within the discretion of the Appointing Authority (i.e. Department Head) or their designee and the closure of any department or division by the Department or Division Head shall be subject to County Manager and Board of Supervisors' approval; and

**WHEREAS**, the County Manager has designated December 26, 2019 and December 27, 2019, as the dates of the 2019 Winter Recess. Presently, Department and Division Heads are in the process of determining whether their departments/divisions will move to minimum staffing levels or will close during that two-day period; and

**WHEREAS**, delegating the authority to the County Manager for the approval of department/division closures will ensure the timely and efficient operation of County departments and service to the public, as well as a cohesive but flexible strategy for department and division closures.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the County Manager is hereby authorized in their sole discretion to approve department and division closures proposed by the effected department and division heads during the County's 2019 and 2020 Winter Recess.

**BE IT FURTHER RESOLVED** that this authorization will continue during any future Winter Recess period in which Board approval for department and division closures is necessary.

\* \* \* \* \*