

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



105

FROM: Human Resources Dept.

SUBMITTAL DATE: May 12, 2003

SUBJECT: Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (PDL) – Mandatory Supervisor Training

RECOMMENDED MOTION: That the Board require the training of all County Supervisors in the administration of FMLA, CFRA and PDL policies and procedures.

BACKGROUND: County of Riverside employees can be entitled to unpaid, job-protected leave under three different laws - Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), California Pregnancy Disability Leave (PDL). These laws were created to provide job protection and retention of certain benefits for employees faced with a serious illness of their own or a close family member, a pregnancy-related disability, or care and bonding time with a new child. The spirit of these statutes is to provide an opportunity for employees to balance their work and family life by taking reasonable, unpaid leave for specific reasons without the fear of having to choose between their job and their family. County of Riverside employees (regular, part-time, temporary, seasonal and per diem) are entitled to the leave provisions provided under these laws. FMLA and CFRA each provide up to 12 weeks unpaid leave and run concurrently for those eligible for both. PDL provides up to four months leave for each pregnancy.

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Ronald W. Komers
Asst. County Executive Officer/
Human Resources Director

FINANCIAL DATA:

CURRENT YEAR COST: \$-0-

ANNUAL COST: \$40,000

NET COUNTY COST:

IN CURRENT YEAR BUDGET: NO

BUDGET ADJUSTMENT: NO

FOR FY: 2003/04

SOURCE OF FUNDS: Reimbursement from participating departments.

C.E.O. RECOMMENDATION:

APPROVE

COUNTY EXECUTIVE OFFICER SIGNATURE

Consent
 Policy
 Consent
 Policy

Department Recommendation:
Per Executive Office:

Prev. Agn. Ref.

Dist. ALL

AGENDA NO.

Background (continued)

These leaves are complicated to administer. The consequences of supervisors not understanding how to administer them in adherence with the respective laws can be significant from a County liability standpoint. Supervisors receiving requests for leave under these regulations need to know how to respond to an employee's request and what process needs to take place. If supervisors do not administer these policies strictly in accordance with the laws, the door is opened for litigation against the County for discrimination, unfair labor practices, lost wages, other monetary losses, and intentional infliction of emotional distress, to name a few.

In an attempt to reduce the County's exposure, and to do this in a cost-effective way, supervisor training has been developed by Human Resources training staff using the web-based training site, blackboard.com, and consisting of an on-line course (presentation and associated course materials), and an on-line test. The on-line course will provide supervisors with the flexibility to schedule the course around their individual work schedules, and will take about 45 minutes to complete. Supervisors will be able to take the course at any time up to the deadline required for completion. This on-line approach avoids the need to schedule group training County-wide, reducing time away from duties. A Supervisor Guide is also being provided to each supervisor to keep on hand, which they can refer to in their daily administration of these leaves.

There will be a cost to departments of \$20/employee for the mandatory on-line training course and materials. The program will start July 1, 2003. First year cost for training all county supervisors will be approximately \$40,000.