



# Sacramento Public Library Authority

March 11, 2010

Agenda Item 13.0: Voluntary Separation Program

**TO: Sacramento Public Library Authority Board Members**

**FROM: Rivkah K. Sass, Library Director**

**RE: Voluntary Separation Program**

## **RECOMMENDED ACTIONS:**

1. **Direct** Library Staff to present to the Board at its next meeting a proposed plan for a voluntary separation program for employees with long-term service in the Authority.

## **REASON FOR RECOMMENDATION**

An informal discussion with representatives from Local 39 indicated interest in a voluntary separation program for Authority employees. Because budget forecasts for the next three to four years are grim, staff would like to pursue this idea. A voluntary separation program could be part of a multi-faceted approach to the economic challenges facing the Authority and its member jurisdictions; however, such a plan would also require consideration of potential service impacts and how best to align staffing with community needs and demands.

Library staff is requesting that the Board provide direction on the development of a plan that would weigh the benefits and drawbacks of implementing a voluntary separation program. The proposed report back to the Board would include the following information:

1. Information about the number of staff eligible to participate, by position and seniority;
2. The amount of funds available for the program;
3. An estimate of severance benefit calculations;
4. A staffing plan to ensure appropriate levels of service should the plan be approved; and
5. Program parameters, including program eligibility, rules and procedures, application guidelines, draft agreements and other documents that ensure the best possible outcome for the Authority, staff and service to the public.

## **EXAMPLES OF KEY FACTORS INCLUDED IN SUCH A PLAN**

- The plan will be discussed with appropriate representatives from Local 39.
- Participation would be voluntary and open to career employees with a designated term of service, to be determined.
- The severance benefit for approved participants would be calculated based on full-time continuous Authority service (and previous contiguous service with the County or City of Sacramento).
- If there are more employees applying for such a program than there are available slots, requests would be resolved in favor of staff with seniority.
- Library Director would retain ability to approve applicants. For example, staff with previously announced retirement dates would not be eligible.

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