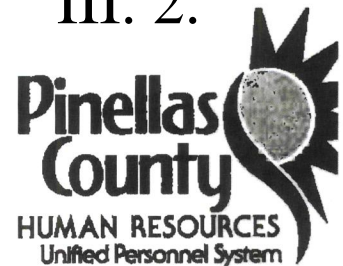


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Peggy Rowe
 Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources *[Signature]*

DISTRIBUTION: Maureen Freaney, Assistant County Administrator *[Initials]*
 Larry Goldman, Bureau Director, Building & Development Review Services

SUBJECT: Incentive Pay Rate for After-Hours Building Inspections

DATE: May 25, 2012

The Human Resources Department has completed a review of a request to establish a pay rate incentive for employees in Building and Development Review Services, (BDRS) who volunteer to work outside of their regularly assigned duty schedules.

OVERVIEW

Building inspection activities are usually conducted during the regular operating hours of the BDRS department. Occasionally there are customers that request to have building inspections conducted at night, during the weekend, or during early morning hours. These customers are willing to pay a premium rate in order to have BDRS accommodate their preference to have the building inspection take place outside of the normal operating hours of the BDRS department. By offering the after-hours inspection option, BDRS is able to provide their customers with an extraordinary level of service while generating additional revenue from the premium after-hours inspection fees.

BDRS relies on certified building inspection staff to volunteer for these after-hours inspections which do not require a full shift of eight hours. These volunteers have regularly scheduled hours during the day, dedicated to other assigned duties.

RECOMMENDATION

In an effort to make the voluntary work assignments more equitable and more appealing to all staff members who are certified to complete them, we recommend establishment of an incentive pay rate that essentially guarantees overtime pay for the employees who are willing to take on the additional voluntary duty.

We recommend an incentive pay rate as follows:

Classified employees conducting building inspections during hours that fall outside of the normally scheduled work time or work days will be compensated at the overtime rate of pay for all such hours actually worked, regardless of the number of hours worked during that work week. The hours actually worked shall also be included in the calculation of the time an employee worked during that pay week.