



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: June 23, 2020

Subject: Temporary Modification of Tactical Employment Team Program

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**RECOMMENDATION(S):**

RATIFY the County Administrator's direction to the Human Resources Department to temporarily expand the Tactical Employment Team Program (TETP) to include support of individuals released due to budget reductions during their probationary period.

**FISCAL IMPACT:**

None. This is an administrative action.

**BACKGROUND:**

The Human Resources Department is authorized to implement the Tactical Employment Team Program (Resolution No. 2008/299 attached). The objective of this program is to mitigate the negative impact that anticipated layoffs will have on the County's workforce. The main components of the program are to find alternate placements within the County, facilitate outplacement, and provide personal support. The County's Personnel Management Resolution (Section 613 - Eligibility for Reemployment List) provides eligibility for reemployment for a person who has had permanent status which included satisfactory completion of probation. Employees who are separated due to budget reductions during their probation are considered releases rather than layoffs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **06/23/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 23, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Lisa Driscoll, County  
Finance Director (925) 335-1023

By: June McHuen, Deputy



## BACKGROUND: (CONT'D)

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Due to the unique situation and timing of COVID-19, individuals were not able to make decisions regarding employment with Contra Costa with timely data regarding funding of the positions for which they accepted employment. Therefore, the County Administrator has directed the Human Resources Department to include employees released due to budget reductions during their probationary period in the TETP. These employees and laid-off employees will be provided with preference when filling vacant, project, temporary, and contract positions; outplacement career counseling, workshops on resume preparation and interview tips, job search resources and tools, retraining opportunities, and registration with temporary employment agencies; and in cooperation with the Employee Assistance Program and other professional organizations, personal support services shall be made available to laid off employees, including financial planning, crisis intervention counseling, stress management, and retirement planning.

Contra Costa County serves a large, diverse population which is reflected in the diversity of the County's workforce and that of its dependent districts. It is the policy of Contra Costa County to comply with all applicable local, state and federal laws governing equal employment.

## CONSEQUENCE OF NEGATIVE ACTION:

Employees who are released during their probationary period will not receive the full services which would otherwise be available to them through the TETP.

## ATTACHMENTS

TETP - Resolution 2008-299