



ADMINISTRATIVE BULLETIN NO. 5

Issued: December 18, 2018

SUBJECT: HOMELESS POINT-IN-TIME COUNT VOLUNTEER PROGRAM FOR EMPLOYEES

The homeless Point-in-Time (PIT) Count is a count of sheltered and unsheltered homeless persons on a single day every January. The PIT Count is important because it establishes the dimensions of the problem, helps track progress toward eliminating homelessness, and has an impact on funding and other resources designated for homelessness.

All County employees, including part-time, temporary, and extra-help employees, are encouraged to volunteer as homeless PIT Count enumerators for the annual Kern County PIT Count. County managers are encouraged to allow employees to work as volunteer PIT enumerators, subject to their department's operational staffing requirements and any outside funding restrictions.¹ County employees volunteering during their regularly scheduled hours of work shall not be required to take paid or unpaid leave, up to eight hours. Hours volunteered prior to or after regularly scheduled hours of work shall be considered volunteer hours and not count as hours worked.

County employees will not be required to take vacation or other leave or unpaid time to attend required PIT training. Volunteer PIT enumerators must fulfill their commitment once they have volunteered and been approved by their Department Head and/or supervisor.

Contact the County Administrative Office, Homeless Initiative Coordinator, for information and to volunteer.

¹ Departments with employees whose salaries are fully funded by federal/state/grant program funds may need to review their program restrictions to determine whether it is allowable for those employees to participate in non-program activities.