

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No.: -----

PPPR Control No. 23-018

- a. Amend Personnel Policies and Practices Resolution (PPPR))
No. 98-394 to modify Section A.1.11.2 Increases within Salary)
Range;)
- b. Direct the Human Resources Department to implement the)
changes.)

WHEREAS, the Human Resources Department recommended to the Board amendments to Personnel Policies and Practices Resolution (PPPR) No. 98.394 to modify Section A.1.11.2 Increases with Salary Range to grant an Appointing Authority, within the first twelve (12) months of continuous service, the ability to provide a step advancement to the next higher step up to step three (3) for Unit Y employees who are placed initially at step one (1) or two (2) of the salary range which is consistent with the rest of County employees who are able to receive a step advancement during their initial probationary period; and

WHEREAS, the actions require the Personnel Policies and Practices Resolution No. 98-394 to be amended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

1. Section A.1.11.2 Increases within Salary Range of Personnel Policies and Practices Resolution No.98-394 are amended as indicated below:

A.1.11.2 Increases within Salary Range

Effective January 1, 2022, an employee will be eligible for advancement to the next higher step in the salary range of his/her classification upon completion of twelve (12) months of continuous service in his/her classification in a full-time permanently authorized position. The date of eligibility for advancement of a Unit Y employee to a higher step shall be determined by the time served since the employee's most recent date of appointment to his/her current step.

Within the first twelve (12) months of continuous service in a full-time permanent authorized position, an appointing authority may grant advancement to the next higher step up to step three (3) for Unit Y employees placed at salary step one (1) or two (2) of the salary range of their classification. In determining the appropriateness of advancing an employee above the initial step, the appointing authority should consider the criteria used for determining initial step placement.

The step advancement shall be effective at the beginning of the pay period within which the employee becomes eligible for the step advancement. If the County Administrative Officer determines that an employee failed to receive a step advancement on the date on which he/she was otherwise eligible due to administrative or clerical error, the Auditor-Controller is authorized and directed to pay the employee the amount he/she would have received if the error had not been made. An employee in a broadbanded classification

shall not be eligible for regularly scheduled step increases. Rather, the salary of such an employee shall be adjusted upward or downward in the broad range subject to the discretion of the appointing authority based on performance and/or market factors of the applicable survey classification.

2. The Human Resources Department is directed to implement the actions.

PASSED AND ADOPTED on this _____ day of _____, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof Minute Book _____, on _____.

Dated: Valerie Ralph, Clerk of the Board of Supervisors,
County of Monterey, State of California.

By _____
, Deputy