

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

Resolution No.: -----

PPPR Control No. 22-009

- a. Amend Personnel Policies and Practices Resolution )  
(PPPR) No. 98-394 to modify Section A.1.11.2 Increases )  
within Salary Range for Non-Elected Unit Y to change )  
the step eligibility time frame from twenty-four (24) )  
months to twelve (12) months effective January 1, 2022; )  
and )
- b. Direct the Human Resources Department to incorporate )  
the changes in the Personnel Policies and Practices )  
Resolution No.98-394. )

WHEREAS, last year the Human Resources Department disseminated a survey to the County’s previous ten (10) comparable agencies to determine if the County’s current practice of providing executive management with a step advancement every two years was aligned with industry standard; and

WHEREAS, of the ten (10) comparable agencies, nine (9) responded and indicated they provide their executive management with step advancements annually; and

WHEREAS, based on the survey findings, the Human Resources Department recommends the Board of Supervisors consider amending the Personnel Policies and Practices Resolution (PPPR) Section A.1.11.2 Increases within Salary Range for Non-Elected Unit Y to modify the step eligibility time frame from twenty-four (24) months to twelve (12) months to provide a greater ability to attract and retain talented and qualified executive management; and

WHEREAS, these 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 for Non-Elected Unit Y of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 is amended effective January 1, 2022 as indicated below:

A.1.11 Non-Elected Unit Y Salary Steps

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.

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 incorporate the changes in the Personnel Policies and Practices Resolution No. 98-394.

PASSED AND ADOPTED on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, 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