

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

**Resolution No: 10 – 234; Budget No: 10/11 – 013**

- a. Adopt Resolution to amend Personnel Policies and ) PPR Control No. 10 – 005  
Practices Resolution No. 98-394 to amend various sections )  
to make changes consistent with the Enterprise Resource )  
Planning project, as previously approved by the HR )  
Committee, as indicated in Attachment A; and )
- b. Authorize the Auditor-Controller to implement the terms of )  
this amendment. )
- a. Adopted Resolution to amend Personnel Policies and Practices Resolution No. 98-394 to  
amend various sections as indicated below; and

**VI. EMPLOYEE / BARGAINING UNITS**

Unit S

Registered Nurses representation unit as designated by the Board and the Administrative Officer.

Unit U

Contract Physicians representation unit as designated by the Board and the Administrative Officer.

**A.1 BASIC SALARY PLAN AND HOURLY CONVERSION**

**A.1.10 Confidential (Z Unit) and Supervisor's Clerical Assistants (Unit P) Salary Adjustments**

All classifications assigned to employee Units P and Z shall receive the same general benefits and salary adjustments (including step increases), in accordance with those negotiated by the Supervisory (F) and General (J) Units. Unit P and Z special benefits and salary adjustments may also be implemented in addition to those obtained through the collective bargaining efforts of Units F and J.

**A.1.11.3 Adjustment of Step Eligible Date**

An unpaid leave of absence by an employee, which exceeds thirty (30) calendar days, shall not constitute service for advancement to the next highest step. An employee's date of eligibility for advancement to a higher step shall be advanced the number of days of unpaid leave of absence in excess of thirty (30). An exception to this subsection shall be made for any leave of absence granted for injuries or illness suffered by an employee in the course of County employment, provided the employee is drawing temporary disability for such injuries or illness under workers'

compensation. In such instances, the employee's eligibility date for step advancement shall not be adjusted.

#### **A.4 INCREASES WITHIN SALARY RANGE**

##### **A.4.5 Adjustment of Step Eligible Date**

An unpaid leave of absence by an employee which exceeds thirty (30) calendar days shall not constitute service for advancement to the next highest step. An employee's date of eligibility for advancement to a higher step shall be advanced the number of days of unpaid leave of absence in excess of thirty (30). An exception to this subsection shall be made for any leave of absence granted for injuries or illness suffered by an employee in the course of County employment, provided the employee is drawing temporary disability for such injuries or illness under workers' compensation. In such instances, the employee's eligibility date for step advancement shall not be adjusted.

#### **A.5 SALARY ON CHANGE OF CLASS OR POSITION**

##### **A.5.7 Temporary Working Out Of Class Assignment**

###### **b) Miscellaneous Employees**

When an employee in Units X, Y or Z is assigned to and performs all of the duties of a higher permanent position in a classification whose salary range is at least ten percent (10%) higher than the range of the employee's regular classification, that employee shall be compensated at the step in the higher classification that provides an increase to the assigned employee of at least five percent (5%). Such assignment shall not change the unit designation or other benefits of the assigned employee. The assignment must be for over twenty (20) consecutive working days. Such additional compensation shall begin on the twenty-first (21st) working day after the assignment to the duties of the higher vacant position.

#### **A.8 OVERTIME**

##### **A.8.4.1 General Employees' Overtime**

For Unit Z, overtime shall be defined as time actually worked in excess of forty (40) hours in a work week except for those departments listed below for which overtime shall be defined as time actually worked in excess of eighty (80) hours in a pay period. In administering this article with respect to employees in Unit Z, time worked for purposes of determining eligibility for overtime shall include paid time in holiday, vacation or compensatory time off status. Those departments for which the overtime standard is eighty (80) hours in a pay period are:

Natividad Medical Center  
 Probation Department  
 Sheriff's Department

A.8.5.1 General Overtime Provisions

Except as otherwise provided herein, employees in overtime eligible classes, as designated by a "N" in the column titled "FLSA" on the classification table shall be compensated for overtime authorized by their appointing authority by either 1) compensatory time off at the rate of one and one-half (1-1/2) hours credit for each hour of overtime, or, 2) in cash at the rate of one and one-half (1-1/2) times the employee's base rate of pay.

The method of compensation shall be determined by the appointing authority after consultation with the affected employee, except that an employee in Unit Z shall not be allowed to accumulate more than eighty (80) hours of compensatory time off, above which maximum all overtime compensation shall be paid in cash.

A.8.5.4 (Deleted)

**A.9 SPECIAL PAY PRACTICES**

A.9.15 (Deleted)

A.9.17 Educational Stipend – X Unit

Any permanent X Unit member who has earned a college degree (Bachelor's or higher) from an accredited institution will receive additional compensation at 2% of the base hourly wage. This stipend became effective January 1, 2008, based upon X Unit hourly wages only. Employees who are not permanently assigned to an X Unit classification (acting, "working out of class", seasonal, Limited Term, etc.) are not eligible for this stipend.

Employees are awarded the 2% Educational Stipend one of two ways:

(1) Permanent and new-hire X Unit employees possessing Bachelor's degrees or higher must provide a copy of the degree (or other suitable documentation) that will be maintained in the official employee file; or

**A.10 DEPARTMENT AND ASSISTANT DEPARTMENT HEADS**

A.10.1 Department Heads Designated

The following management classes are hereby designated as department heads:

11A02 Agricultural Commissioner  
 11B01 Assessor-County Clerk-Recorder  
 10B02 Auditor-Controller  
 10A01 Board of Supervisors Chairman

10A02 Board of Supervisors Member  
 11A06 Chief Probation Officer  
 11A30 Clerk of the Board of Supervisors  
 11A01 County Administrative Officer  
 11A04 County Counsel  
 11A05 County Librarian  
 11A03 Director of General Services  
 11A26 Director of Child Support Services  
 14A26 Director of Emergency Communications  
 11A09 Director of Health Services  
 12E18 Director of Information Technology  
 11A11 Chief Ranger/Parks Director  
 11A29 Director of Planning  
 11A28 Director of Building Services  
 11A12 Director of Social Services  
 10B04 District Attorney  
 14B25 Equal Opportunity Officer  
 11A15 General Manager - Water Resources Agency  
 11A25 Hospital Chief Executive Officer  
 11A18 Public Defender  
 11A19 Public Works Director  
 11A20 Registrar of Voters  
 11A27 Resource Management Agency Director  
 10B05 Sheriff-Coroner  
 10B06 Treasurer-Tax Collector  
 60U20 Military & Veteran's Affairs Officer

#### A.10.2 Assistant Department Heads Designated

The following management classes are hereby designated as assistant department heads:

12C01 Assistant Agricultural Commissioner  
 12A15 Assistant Assessor-Valuation  
 12A02 Assistant Auditor-Controller  
 12C35 Assistant Chief Probation Officer  
 12E03 Assistant County Administrative Officer  
 12A05 Assistant County Clerk - Recorder  
 12C38 Assistant County Counsel  
 16C92 Assistant Director of Information Technology  
 12C19 Assistant Director of Planning  
 12C13 Assistant Director of Social Services  
 12C11 Assistant Public Defender  
 12C41 Assistant Public Works Director  
 12C14 Assistant Registrar of Voters  
 12A24 Assistant Treasurer-Tax Collector  
 12E01 Chief Assistant County Administrative Officer  
 12C39 Chief Assistant County Counsel

12A03	Chief Assistant District Attorney
12A10	Chief Deputy Sheriff
12C40	Deputy Director Resource Management Agency
12C36	Deputy General Manager - Water Resources Agency
14K24	Director of Environmental Health
12C42	Emergency Communications Operations Manager
12C29	Hospital Assistant Administrator
14C60	Hospital Chief Financial officer
14K43	Hospital Chief Information Officer
54B70	Hospital Chief Medical Officer
12C28	Hospital Chief Nursing Officer
12A13	Undersheriff
14K27	Zoning Administrator

#### A.10.3 Expense Allowance

The Auditor-Controller is hereby directed to pay eligible employees a monthly expense allowance for incidental expenses not ordinarily subject to remuneration by claim. Effective January 1, 2007, the monthly expense allowance for incumbents of elected department head classes shall be two hundred sixty two dollars and fifty cents (\$262.50) monthly. Effective January 1, 2007, the monthly expense allowance for incumbents of department head classes shall be fifty-four dollars and seventeen cents) (54.17) monthly and the monthly expense allowance for incumbents of all other classes in Units X and Y shall be forty-five dollars and eighty-four cents (45.84) monthly. Expense allowance shall be paid on the second pay period of each month.

#### A.10.4 Eligibility for Expense Allowance

Employees are eligible to receive the monthly expense allowance prescribed in this article for each calendar month during which they occupied an eligible class and were in a paid status during the pay period in which the expense allowance is paid.

### A.20 LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)

#### A.20.1 General Provisions

The County shall provide insurance coverage for eligible County employees pursuant to the following schedule:

Coverage		Employee Units
<u>LIFE</u>	<u>AD&amp;D</u>	
\$ 10,000	\$10,000	A, B, M, N, Q and V
\$ 20,000	\$20,000	H, F, J, K, P, R, S and Z
\$ 35,000	\$35,000	A and B – if no dependent coverage on County health insurance
\$50,000	\$50,000	C, D, E, G, L, O, W, X, XL, Y and elected officials.

An eligible employee is one who has completed six (6) months of continuous service in a permanent or seasonal position, works at least twenty (20) hours per week, and has met all other eligibility requirements contained in the current contract between the County of Monterey and its current life insurance carrier. Life insurance amounts will be reduced by fifty percent (50%) of the above listed coverage at age seventy (70), and AD&D coverage will terminate at age seventy (70).

Notwithstanding the above provisions, an employee in group C, O, X, XL, Y or Z who meets all other requirements, shall be eligible for life insurance on the first day of the month on/or following the date of employment.

A.20.2 (Deleted)

## **A.21 HEALTH, DENTAL AND OPTICAL INSURANCE**

A.21.1 Provision of Health, Dental and Optical Insurance

The County shall provide health, dental, and optical insurance plans for enrolled eligible County employees and officers in Units O, X, XL and Y.

An enrolled eligible employee shall be defined as an employee appointed to a permanent position and who works a minimum of twenty (20) hours per week or forty (40) hours per biweekly pay period, or is on approved leave of absence in conjunction with the Master's of Social Work Title IV-E Stipend Program.

A.21.3 (Deleted)

A.21.3 Retiree Dental & Vision Benefits

A. Retiree Dental Coverage and Contribution Formula:

Employees in Units O, P, X, XL, Y and Z who qualify for and contemporaneously retire from active service (draw a monthly annuity from CALPERS) from the County on or after October 1, 2001, shall be provided an option of purchasing dental insurance for themselves and eligible dependents in accordance with the Administrative Procedures established by the County Administrative Officer. The full premium shall be paid by the retiree. The rates shall be a fixed percentage above the active employee rate as follows: Retiree Only premium shall be 33% above the Employee Only rate. Retire + 1 rate shall be 31% above the Employee + 1 rate, and the Retiree Family rate shall be 30% above the Employee Family Rate.

a) B. Retiree Vision Coverage and Contribution Formula:

Employees in Units O, P, X, XL, Y and Z who qualify for and contemporaneously retire from active service (draw a monthly annuity from CALPERS) from the County on or after October 1, 2001, shall be provided an option of purchasing vision insurance for themselves and eligible dependents in accordance with the Administrative Procedures established by

the County Administrative Officer. The full premium shall be paid by the retiree. The rates shall be a fixed percentage above the active employee rate as follows: Retiree Only premium shall be 39% above the Employee Only rate. Retire + 1 rate shall be 38% above the Employee + 1 rate, and the Retiree Family rate shall be 38% above the Employee Family Rate.

A.21.4 Health Insurance Plans: Flexible Benefits Plan & Alternative Benefit Option

Effective January 1, 2000, the County will provide medical insurance through the Public Employees' Retirement System (PERS) medical insurance program. All rules, regulations and procedures with respect to plan eligibility, benefits, claims payments and customer service procedures, etc. for the CalPERS plans are established by CalPERS. The County makes no representations or guarantees whatsoever with respect to the CalPERS health insurance plans.

Retired employees, dependent upon group coverage conditions, may be eligible for group health care coverage. If a retired employee meets all eligibility requirements and requests health insurance coverage, effective January 1, 2010, the County will contribute one hundred and five dollars (\$105) toward the monthly premium for eligible retirees enrolled in a PERS health insurance program. Effective December 2010 (for the January 2011 premium), the County's contribution will be increased as directed by CalPERS in accordance with SB 1464.

A.21.4.1 Flexible Benefits Plan – Units D, E, L, O, X, XL and Y

A. General Provisions

The County will make available a Flexible Benefits Plan to all permanent employees. Permanent employees may elect from the following optional benefits:

- Employee medical coverage under CalPERS.
- Dependent medical coverage under CalPERS.
- No medical coverage
- Employee dental coverage under the County's self-funded plan
- Dependent dental coverage under the County's self-funded plan
- No dental coverage
- Employee vision coverage under VSP
- Dependent vision coverage under VSP
- No vision coverage
- Any other eligible optional benefits which may be made available by the County through this Flexible Benefits Plan

Health Insurance Contribution

Effective December 2009 (for the January 2010 premium), the County's maximum non-elective contribution to the Flexible Benefits Plan for health insurance coverage will be \$105.00 monthly. Effective December 2010 (for the January 2011 premium), the County's maximum non-elective contribution to the Flexible Benefits Plan for health insurance coverage will be increased as directed by CalPERS in accordance with SB 1464.

### C. County Elective Contributions

The County maximum monthly elective contribution for 2010 based on enrollment in PERChoice Northern Region is shown below. The Flexible Benefits Plan rates vary according to region of enrollment.

<u>Medical Enrollment</u>	<u>Full-Time Permanent</u>	<u>Part-Time* Permanent</u>
Employee Only	\$755.47	\$377.74
Employee Plus One Dep.	\$933.47	\$466.74
Employee Plus Family	\$1075.27	\$537.64

\*Part-time defined as scheduled to work a minimum of 40 (forty hours), but less than 64 (sixty-four) hours per pay period.

Any balance of elective funds remaining after the employee elects health insurance may be utilized, at the employee's discretion, toward the purchase of dependent health, dependent dental or dependent vision insurance and/or any other eligible optional benefits which may be made available by the County through this Flexible Benefits plan. The use of any elective contributions toward the purchase of the benefits stated above is subject to the employee first selecting employee health insurance coverage under CalPERS.

#### Elective Contribution Payout

For each month that the County elective contribution is not used by an employee to obtain benefit options under this plan, the full amount of funds not utilized shall be paid out, provided the employee has purchased at least individual only health insurance through CalPERS.

#### A.21.4.2 Alternative Benefit Option – Units O, X, XL and Y

### A.23 PROFESSIONAL ORGANIZATION MEMBERSHIP AND EMPLOYEE JOB ENHANCEMENT

Elected Officials and permanent employees in Units Y and X shall be paid a Professional Expense Stipend of Four Hundred Dollars (\$400) the first full pay period of each calendar year. Employees must be in paid status during the pay period in which the

stipend is paid in order to be eligible. Eligible employees who are scheduled to work 40 hours or less per pay period shall receive one-half the Professional Expense Stipend.

## A.24 HOLIDAYS

### A.24.1 Holidays Listed

Except as noted in section A.24.4 below, the following listed days shall be observed as legal holidays by the County of Monterey:

New Year's Day	January 1st
Dr. Martin Luther King, Jr. Day	January 15th
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Fourth Friday in November
Christmas Eve*	December 24 <sup>th</sup> *
Christmas Day	December 25th

The enumeration of the actual date of the holiday in the right hand column above is for general information only and not necessarily controlling. The Board of Supervisors or the County Administrative Officer may designate that the actual holiday be observed on a different date in order to conform to the date of observance by the State of California or for administrative convenience.

\* Christmas Eve shall be observed as a holiday for employees in Units P, X, XL, Y and Z only in those years in which Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday.

### A.24.3 Compensation for Holidays Worked

Except as noted below, permanent or seasonal Unit P & Z non-exempt employees who work on a holiday shall be entitled to compensatory time off (CTO) on an hour-for-hour basis for up to eight (8) hours of such work on a holiday, unless the employee is paid in lieu of holiday time off in cash, in which case no compensatory holiday time off shall be granted. The decision as to whether the compensation for working the holiday shall be in the form of CTO or cash shall be made by the appointing authority after consulting the affected employee(s).

### A.24.6 Eligibility for Holiday Compensation

In order to receive any form of compensation (i.e. time or pay) for a holiday, an employee must be an employee on the date of the holiday and be in a paid status on the work day immediately prior to the holiday.

#### A.24.8 Floating Holiday

Eligible employees in Units P, X, XL, Y and Z shall receive one floating holiday per calendar year which may be taken before or by December 31 of each year. This holiday will not carry over from year to year and no compensation will be paid for this unused holiday at termination. The floating holiday will be credited on a pro rata basis according to the employee's regularly scheduled hours and may not be taken in increments less than the full amount credited.

### A.25 VACATION

#### A.25.1 Vacation Accrual Rates

- a) Employees in supervisory classifications in Unit Z shall accrue vacation at the same rate as Unit F. All other employees in Unit Z and employees of Unit P shall accrue vacation at the same rate as Unit J.
- b) No vacation shall be credited for leaves of absence without pay exceeding one-half (1/2) of the employee's normally scheduled working days.

#### A.25.4 (Deleted)

#### A.25.7 Vacation for Temporary Employees

- a) A temporary employee who is appointed to a permanent position following at least thirteen (13) successive pay periods in paid status as a temporary employee without a break in paid status of more than one (1) pay period shall be credited with vacation accrual on the following basis:
  - 1) Three and seven-tenths (3.7) hours of vacation shall be credited for each full eighty (80) hours on paid status.

### A.27 SICK LEAVE

#### A.27.1 Miscellaneous Employees' Sick Leave

- a). Effective January 19, 1985, the following sick leave accrual rates shall apply to permanent employees in Unit Z.
 

Hired before January 19, 1985: Accrue at the rate of three and seven-tenths (3.7) hours per pay period;

hired on or after January 19, 1985: Accrue at the rate of three and eight-hundredths (3.08) hours per pay period.

b) Permanent employees in Unit P shall accrue sick leave at the rate of three and seven-tenths (3.7) hours per pay period.

A.27.9 Sick Leave for Temporary Employees

A temporary employee who is appointed to a permanent position following at least thirteen (13) successive pay periods in paid status as a temporary employee without a break in paid status of more than one (1) pay period shall be credited with sick leave accrual on the following basis:

a) Three and eight-hundredths (3.08) hours of sick leave shall be credited for each full eighty (80) hours on paid status.

A.27.12 Modified Work Program for Exempt Employees

**A.28 STATE DISABILITY INCOME PROTECTION PLAN**

A.28.1 Miscellaneous Employees' State Disability Income Protection Plan

Employees in Units P and Z shall participate in the State Disability Income (SDI) Protection Plan and pay for said plan through payroll deduction.

A.28.2 Per-diem and Temporary Employees' State Disability Income Protection Plan

Per-diem and temporary employees shall participate in the State Disability Income (SDI) Protection Plan and pay for said plan through payroll deduction.

**A.30 MANAGEMENT ANNUAL LEAVE AND INCOME PROTECTION PLAN**

A.30.1 Eligible Employees

Permanent employees in Units X and Y, and Limited Term employees in Unit XL shall be eligible for annual leave under the provisions of this article. Elected officers shall not be eligible for annual leave.

Part-time permanent employees in Units X and Y, and Limited Term employees in Unit XL shall be eligible for annual leave on a pro rata basis according to their regularly scheduled hours.

A.30.2 Accrual Rate Limit

a) Eligible employees in Units X and Y shall accrue annual leave on the following basis:

<u>Years of Completed Continuous County Service</u>	<u>Annual Leave Accrual</u>
Up to two (2) years	23 days
More than two (2) years	25 days
More than six (6) years	27 days
More than ten (10) years	30 days

More than fifteen (15) years	32 days
More than eighteen (18) years	33 days
More than twenty (20) years	34 days
More than twenty-five (25) years	37 days

A maximum of eight hundred fifty (850) hours of annual leave may be accrued after which no further accrual shall be made until the employees' accrual is reduced to below eight hundred fifty (850) hours by the use of annual leave. Annual leave shall be earned on the basis of each biweekly pay period worked from the beginning of the biweekly pay period following the permanent appointment into a position in a class that is included in either Unit X or Y. Neither shall any annual leave be credited for any pay period during which an employee is on any non-paid status exceeding one-half (1/2) of the employee's normally scheduled working days.

b) Eligible employees in Unit XL shall accrue annual leave on the following basis:

<u>Years of Completed Continuous County Service</u>	<u>Annual Leave Accrual</u>
0 - 2 years	23 days
2 - 6 years	25 days

A maximum of three hundred sixty-eight (368) hours of annual leave may be accrued after which no further accrual shall be made until the employees' accrual is reduced to below three hundred sixty-eight (368) hours by the use of annual leave. Annual leave shall be earned on the basis of each biweekly pay period worked from the beginning of the biweekly pay period following the appointment into a Limited Term assignment. Neither shall any annual leave be credited for any pay period during which an employee is on any non-paid status exceeding one-half (1/2) of the employee's normally scheduled working days.

#### A.30.4 Annual Leave Usage

- a) Each appointing authority shall be responsible for scheduling the annual leave periods of his/her employees in such a manner as to achieve the most efficient functioning of the department or agency and of the County service. The appointing authority shall determine when annual leave will be taken.

Policy Statement: All eligible employees in the annual leave program are expected to use at least eighty (80) hours of annual leave in each calendar year following the calendar year in which they are appointed.

When unscheduled usage of annual leave occurs, verification of reason for absence may be required of the employee. Further, employees claiming illness or injury may be required to furnish a certificate issued by a licensed physician or other satisfactory evidence of illness. Any person absent from work shall notify his/her department or division head at the beginning of the first day of such leave and as often thereafter as directed by the department or division head. The County Administrative Officer or the department

head may request that a medically trained employee verify the employee's illness by a visit to the employee's residence or may invoke the provisions of section 11 entitled "Physical Fitness Examination" of the Personnel Policies and Practices Resolution.

- b) Employees in Management Units X & Y, who are hired after August 29, 1989, may borrow up to twelve (12) days of annual leave during their first six (6) months of employment with the County. Use of annual leave shall be subject to the requirements set forth in paragraph a) above. Repayment of borrowed annual leave shall be at the rate of four (4) hours per pay period, and shall commence in the first pay period after six (6) months of employment, unless different arrangements are made with the appointing authority and approved by the Auditor-Controller. In the event an employee leaves County employment prior to the completion of repayment of borrowed annual leave, the amount of time remaining unpaid shall be deducted from the employee's final check.

**A.30.8 Use of Annual Leave When Permanently Incapacitated**

Annual leave shall not be used to continue the salary of any eligible employee after it has been determined by a qualified medical examiner that such officer or employee is permanently incapacitated for a return to County employment.

**A.30.9 Disability Income Protection Plan**

Any employee, except elected officers receiving Disability Income Protection Plan payments for a temporary disability, may use accumulated paid leave accruals to augment this benefit by an amount that will bring their total payment up to their basic salary exclusive of any special or premium pay until the employee recovers or a determination is made in accordance with the plan that the disability is permanent.

**A.31 (Deleted)**

**A.35 PROFESSIONAL LEAVE**

**A.35.1 Management Professional Leave**

Employees in Units X, XL and Y shall be granted ten (10) days of professional leave on January 1 of each year. Employees permanently hired or promoted into a classification in Units X or Y or appointed to a Limited Term position in Unit XL shall, on the first pay period concurrent with or following their date of hire, be given a pro rata amount--to the nearest full hour--of professional leave based on the number of pay periods remaining in the calendar year in which they became Units X, XL or Y employees (i.e., hired at the beginning of pay period No. 8:  $26-7=19$ ,  $19/26 \times 80=58$  hours) but in no event shall less than eight (8) hours be credited.

**A.38 BOARD OF SUPERVISORS STAFF ASSISTANTS****A.38.1 Board Member Staff Assistants**

Each member of the Board of Supervisors may exercise any of the following options:

Appoint an employee to a permanent County position in the class of Principal Board Aide or in a lower paid class in the clerical class family.

All employees appointed by members of the Board of Supervisors, under the provisions of this article, shall serve at the pleasure of the Board member making said appointment and shall be exempt from the requirements of Sections A.2.1 and A.4.1 through A.4.5.

All appointments made pursuant to this article shall terminate when the appointing Board member leaves office unless a vacancy occurs during the term of the Board member making the appointment, in which case the appointment shall continue until a new Board member has taken office or the Board of Supervisors provides otherwise for the filling of that Principal Board Aide or Clerical Assistant position.

Appoint temporary employees at a salary rate not to exceed the seventh step of the salary range for the Board of Supervisors Aide provided that in no case shall the total amount paid for temporary services exceed a full-time monthly equivalent of the seventh step of the salary range for Principal Board Aide.

Secure administrative or clerical services to be paid by claim provided that the hourly and monthly salary limits described in paragraph b) above are not exceeded.

**A.38.2 Board Chairman Clerical Assistance**

The Chairman of the Board may appoint additional temporary employees or secure additional services at a salary rate which in the aggregate, on an annual basis, will not exceed an amount equivalent to one-half (1/2) time of the annual seventh step salary of an Office Assistant II.

**A.42 (Deleted)**

b. Authorized the Auditor-Controller to implement the terms of this amendment.

PASSED AND ADOPTED on this 27<sup>th</sup> day of July, 2010, upon motion of Supervisor Potter, seconded by Supervisor Armenta, by the following vote, to-wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker, Potter

NOES: None

ABSENT: None

