

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

Resolution No.: _____ PPPR Control No. 17-011)

Adopts a Resolution to:)

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to revise Sections A.9.14 Temporary Special Assignment; and B.5.7 Limited Term Employees; and)
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to revise and retitle Section A.8.9 Emergency Overtime for Exempt Classes to A.8.9 Additional Pay for Exempt Employees; and add Section A.8.9.1 Emergency Overtime for Exempt Classes and add Section A.8.9.2 Declared Local Emergency-Pay for Exempt Employees; and)
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to add to Section V. Definitions two (2) new descriptions of Management Specialist and Executive Management Specialist Appointment and Management Specialist and Executive Management Specialist Employee; add Section B.5.8 Management Specialist and Executive Management Specialist Appointments; and)
- d. Direct the Human Resources Department to incorporate the changes.)

WHEREAS, with direction of the County Administrative Officer, the Human Resources Department is recommending the proposed language revisions, retitling, and additions to the Personnel Policies and Practices Resolution (PPPR); and

WHEREAS, the Human Resources Department proposes two (2) new definitions in the PPPR: Management Specialist and Executive Management Specialist Appointment and Management Specialist and Executive Management Specialist Employee; and

WHEREAS, the Human Resources Department proposes to add a new section of B.5.8 Management Specialist and Executive Management Specialist Appointments to the PPPR outlining the hiring process for a Management Specialist and Executive Management Specialist Appointment;

WHEREAS, the Human Resources Department proposes to retitle to A.8.9 Additional Pay for Exempt Employees and add two subsections A.8.9.1 Emergency Overtime for Exempt Classes and A.8.9.2 Declared Local Emergency-Pay for Exempt Employees. Section A.8.9.2 Declared Local Emergency-Pay for Exempt Employee provides clarity and direction on compensating Exempt employees during a declared local emergency; and

WHEREAS, the Human Resources Department proposes revision to the PPPR Section A.9.14 Temporary Special Assignment Pay include special projects which will give Department Heads the ability to assign and compensate an employee performing work significantly beyond the scope of their classification;

WHEREAS, the Human Resources Department proposes revision to the PPPR Section B.5.7 Appointment of Limited Term to address the length of employment and required hiring approval; and

WHEREAS, these additions and revisions provide clarification and are intended to provide transparency to processes and procedures associated with special pays, appointments, and compensation; and

WHEREAS, these actions require the Personnel Policies and Practices Resolution No. 98-394 Appendix A and B to be amended; NOW, THEREFORE,

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

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to revise Sections A.9.14 Temporary Special Assignment; and B.5.7 Limited Term Employees; and

A.9.14 Temporary Special Assignment Pay

It is the interest of the County to compensate employees who work in departments that are undergoing changes in staffing, organizational structures and/or assigned to a special project, whereby the employee is directed to perform special assignments that are significantly beyond the scope of their classifications and compose more than a majority of their work time. Administration of Temporary Special Assignment Pay shall be in accordance with the Administrative Guidelines established by the County Administrative Officer and/or Human Resources Director.

B.5.7 Appointment of Limited Term and Loan Assigned Employees

a) Limited Term Employees

A Department Head may fill an allocated position in his or her department with a limited term employee for up to one (1) year. An appointment to a limited-term position shall be made on the basis of qualifications with the required approval from the Human Resources Director and/or Designee. Department Heads may appoint an individual from a certified eligible list approved by the Human Resources Director and/or designee. The Human Resources Department and/or designee shall determine the methods of evaluating the qualifications of applicants. The methods shall involve any combination of written test, oral test, performance test, rating of education, training and experience, and shall take into consideration Veteran's Preference as adopted by the Board of Supervisors. Administration of Limited Term Employees shall be in accordance with the Administrative Guidelines established by the County Administrative Office and/or Human Resources Director.

In anticipation of a vacated position in a department, a Department Head may, not more than 30 days in advance of a position being vacated, hire a limited term employee, as provided by these rules, to fill an allocated position.

Each limited term employee shall be a non-permanent, at will employee who shall be provided with health, retirement, and paid leave benefits. Any employee occupying a "limited" position is at-will. No seniority rights, layoff rights or other employment rights are accrued by persons occupying limited term positions. No time served in a position as a Limited Term shall be counted towards the probationary period for the classification.

- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to revise and retitle Section A.8.9 Emergency Overtime for Exempt Classes to A.8.9 Additional Pay for Exempt Employees; and add Section A.8.9.1 Emergency Overtime for Exempt Classes and add Section A.8.9.2 Declared Local Emergency-Pay for Exempt Employees; and

A.8.9 Additional Pay for Exempt Employees

A.8.9.1 Emergency Overtime for Exempt Classes

The provisions of the section titled “Administrative Leave For Overtime Exempt Classes” notwithstanding, employees who are in overtime exempt classes may become eligible to receive compensation for overtime for work authorized during specific emergency situations which require the extraordinary performance of services by employees in overtime exempt classes in order to protect life or property or to prevent a disruptive interruption of County services, as declared by the County Administrative Officer. Overtime for such emergencies shall be defined as time actually worked in excess of eighty (80) hours in a pay period. In such emergencies, employees in overtime exempt class in Units X, Y, U and Z may, at the discretion of the County Administrative Officer, be compensated on an hour-for-hour credit basis and said employees in classes in other units shall be compensated on a one and one-half hour credit for each hour overtime basis. Hour credits for such overtime may be accrued as compensatory time off or paid in cash, at the option of the employee. Pursuant to the NMC HR MOU Regarding Delegation of HR Functions, the NMC HR MOU Regarding Delegation of HR Functions, the NMC Chief Executive Officer may approve such action for employees employed by Natividad Medical Center

A.8.9.2 Declared Local Emergency - Pay for Exempt Employees

Upon a declaration of Local Emergency by the Board of Supervisors or County Administrative Officer under Section 2.68.060 on the Monterey County Code and Government Code section 8630, compensation shall be provided to exempt employees who work on emergency assignments to provide special services for the protection of life, property and environment or to prevent a significant interruption in County services. As authorized by the County Administrative Officer or designee, employees in overtime exempt classes shall be compensated for additional hours worked for emergency/disasters. Declared Local Emergency Pay for exempt employees shall be processed in accordance with the Administrative Guidelines established by the County Administrative Officer and/or Human Resources Director.

- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, to add to Section V. Definitions two (2) new descriptions of Management Specialist and Executive Management Specialist Appointment and Management Specialist and Executive Management Specialist Employee; add Section B.5.8 Management Specialist and Executive Management Specialist Appointments; and

V. Definitions:

Management Specialist and Executive Management Appointment: An at-will, non-benefitted, non-regular temporary employee is appointed in absence of an eligible list but deemed qualified by the Human Resources Director and/or designee. An appointment to this status is limited to one (1) year and is terminable at any time by either party, as provided in Labor Code section 2922. Only the Human Resources Director and/or designee may authorize a Management Specialist or Executive Management Specialist appointment.

Management Specialist or Executive Management Employee: An at-will, non-benefitted, non-regular temporary employee filling a position as a Management Specialist or Executive Management Specialist.

B. 5 Appointments

B.5.8 Management Specialist and Executive Management Specialist Appointments

In isolated situations, where there is a threatened interruption of critical services and immediate action is deemed appropriate, the County Administrative Officer or Department Head, with concurrence of the Human Resources Director or designee may temporarily hire a Management Specialist when no classification exists. The Management Specialist appointment may not exceed one (1) year and requires approval from the Human Resources Director and/or designee. The Management Specialist must meet the minimum qualifications of the position (if appropriate), project, or services being requested. Administration of Management Specialist Appointments shall be in accordance with the Administrative Guidelines established by the County Administrative Officer and/or Human Resources Director.

Only the County Administrative Officer is authorized to appoint an Executive Management Specialist.

Management Specialist employees are not entitled to: benefits (health and paid leave benefits); do not have rights to the position temporarily filled including seniority or layoff rights as per the County layoff procedure.

d. Direct the Human Resources Department to incorporate the changes.

PASSED AND ADOPTED on this ____ day of _____, 2017, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Gail T. Borkowski, 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 of Minute Book___ for the meeting on _____.

Dated:

Gail T. Borkowski, Clerk of the Board of Supervisors,
County of Monterey, State of California

By _____
, Deputy