

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

Resolution No.: _____

PPPR Control No. 15-009

Adopt Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394, Section A.4.1 Eligibility for Step Advancement; and
- b. Authorize the Human Resources Department to implement these changes.

WHEREAS, on October 4, 2011 the Board approved the creation of broadband classifications of Bureau Chief and Operations Manager in the Health Department.

WHEREAS, on February 14, 2012, the Board approved amendments to the Personnel Policies Practices Resolution 98-394 (PPPR) to revise sections related to the salary associated with the Bureau Chief (Y Unit), but inadvertently omitted the same amendments applicable to language for the Operations Manager (X Unit) job classification.

WHEREAS, the addition of language in Section A.4.1 Eligibility Step Advancements to include the broadband concept for the Operations Manager (X Unit) and will clarify that incumbents in the Bureau Chief and Operations Manager job classifications will be ineligible for regularly scheduled step increases. The salary of such an employee shall be adjusted upward or downward in the broadband range subject to the discretion of the appointing authority based on performance and/or market factors of the applicable survey classification.

WHEREAS, the actions require the Personnel Policies and Practices Resolution No. 98-394, Section A.4.1 Eligibility Step Advancements to be amended; NOW, THEREFORE,

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

1. A.4.1 Eligibility for Step Advancements

An employee will be eligible for advancement to any higher step in a salary range of his/her class upon completion of each year of continuous service in his/her class in a full-time permanent or seasonal position. The County Administrative Officer may, upon written request of the department head, authorize the step advancement of an employee on a date other than the step eligible date when he/she deems it to be in the best interest of the County. Pursuant to 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.

During an employee's initial probationary period in that class, the appointing authority may grant advancement to any higher step in the salary range. In determining the appropriateness of advancing a probationary 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.

The granting of step increases shall be based on satisfactory performance and continuing job-related development by each employee. It shall be the prerogative of an appointing authority to withhold any employee's step increase upon his/her finding lack of satisfactory performance of normal job-related development by an employee. Withholding of step advancement shall not change the step eligible date.

An employee in a broadband 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 hereby authorized to implement these changes.

PASSED AND ADOPTED on this 14th day of April, 2015, 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