

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

**Resolution No: 08 – 232; Budget No: 07/08-219**

Amend Personnel Policies and Practices Resolution No. 98-394 ) PPPR Control #: 08-023  
to add Section A.9.17 - X Unit Educational Stipend Policy, )  
effective retroactive to January 1, 2008 )

Upon motion of Supervisor Salinas, seconded by Supervisor Armenta, and carried by those members present, effective January 1, 2008, the Board hereby:

Amends Personnel Policies and Practices Resolution No. 98-394 to add Section A.9.17 – X Unit Educational Stipend Policy, effective retroactive to January 1, 2008, as follows:

**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 ("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, acting 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 (2) Post-probationary, X Unit employees who do not hold a degree may also qualify for this stipend by meeting 70% of the X Unit Threshold Competencies, as described below. Notwithstanding the provisions below, this stipend is retroactive to January 1, 2008, or to date of hire whichever is later, for those X-Unit employees in the qualifying position as of July 1, 2008 if they possess the Bachelor's degree or 70% competency prior to July 1, 2008. Otherwise, eligibility date for this stipend will be determined as described below.

**New Employees**

Upon hire, the employee should be notified of the eligibility criteria for this stipend. New employees or those newly promoted into the X Unit, are eligible for this stipend immediately if they possess a Bachelor's degree or higher. For these employees, the Personnel Action Form must include a statement authorizing the stipend. New hire or newly promoted employees without degrees become eligible only upon successful completion of the probationary period. For these employees the new hire Personnel Action Form must include a statement declining the stipend. Threshold Competencies will be evaluated at the successful completion of the probationary period. Should a rating of 70% or better be achieved, the 2% educational stipend will be awarded retroactive to the employee's X Unit start date.

**X Unit Employees Without Degrees**

Beginning July 1, 2008, post-probationary, permanent X Unit employees without degrees must be evaluated by their managers in advance of their step-eligible date, using the X Unit Threshold Competencies Evaluation Form (TCEF). Managers will then file the original TCEF in the employee's official file and submit a copy to Central HR. Should a rating of less than 70% be

obtained, the manager must submit a Personnel Action Form, with a copy of the Evaluation Form, to the Payroll Department in order to "turn-off" payment of the Educational Stipend. An employee whose initial rating is less than 70% may be reevaluated at no less than a 6-month interval.

#### Appeals to Threshold Competencies Rating

An employee whose Threshold Competencies Rating is less than 70% may file a written appeal with the Department Head within a period of seven (7) calendar days after notification of the evaluation results. The appeal must state the basis of the appeal and contain specific justifications/examples supporting a higher rating. Within fourteen (14) days of receipt of the appeal, the Department Head shall respond to the appellant in writing.

The employee may appeal the Department Head's decision by filing a written statement with the Assistant County Administrative Officer-HR (ACAO-HR) within seven (7) calendar days of receipt of Department Head response. The ACAO-HR shall respond to the appellant in writing within fourteen (14) days of appeal receipt. The decision of the ACAO-HR is final.

Once the employee has met 70% of the Threshold Competencies criteria, or has obtained a four-year degree, the stipend will be payable until such time as this policy is discontinued or modified. The stipend will be effective with the step-eligible pay period, or later (depending upon the date of submission to payroll). It will not be retroactive.

\* Acting X Unit members receive all benefits afforded to permanent X Unit members.

I, Annette D'Adamo, Interim 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 74 for the meeting on June 24, 2008.

Dated: June 25, 2008

Annette D'Adamo, Interim Clerk of the Board of Supervisors  
County of Monterey, State of California

By *Paula L. Epimeris*  
Deputy

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