



# Monterey County

Board of Supervisors  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

Legistar File Number: RES 19-083

July 09, 2019

**Introduced:** 6/7/2019

**Current Status:** General Government -  
Consent

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No.98-394 to revise and retitle Section A.8.9.1 Emergency Compensation for Exempt Classes; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No.98-394 to revise and retitle Section A.8.9.2 Declared Local Emergency/Disaster - Pay for Exempt Employees; and
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section A.8.9.3 California Disaster and Civil Defense Mutual Aid Agreement - Pay for Exempt and Non-Exempt Employees; and
- d. Authorize and direct the Auditor Controller to retroactively pay impacted employees who provided mutual aid to Butte County in November 2018 accordingly; and
- e. Direct the Human Resources Department to incorporate the changes.

### RECOMMENDATION:

It is recommended that the Board of Supervisors Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No.98-394 to revise and retitle Section A.8.9.1 Emergency Compensation for Exempt Classes; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No.98-394 to revise and retitle Section A.8.9.2 Declared Local Emergency/Disaster - Pay for Exempt Employees; and
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section A.8.9.3 California Disaster and Civil Defense Mutual Aid Agreement - Pay for Exempt and Non-Exempt Employees; and
- d. Authorize and direct the Auditor Controller to retroactively pay impacted employees who provided mutual aid to Butte County in November 2018 accordingly; and
- e. Direct the Human Resources Department to incorporate the changes.

### SUMMARY/DISCUSSION:

The Human Resources Department (HRD) recommends the proposed language revisions and additions to the Personnel Policies and Practices Resolution No. 98-394 (PPPR) to clarify processes and provide guidance and direction for personnel administering compensation for extra hours worked during emergencies/disasters.

Under Section A.8.9 Additional Pay for Exempt Employees, HRD proposes to revise and retitle Section A.8.9.1 Emergency Compensation for Exempt Classes, Section A.8.9.2 Declared Local Emergency/Disaster - Pay for Exempt Employees and add Section A.8.9.3 California Disaster and Civil Defense Mutual Aid Agreement - Pay for Exempt and Non-Exempt Employees to provide clarity

and direction on how employees may be compensated for extra hours worked during emergencies/disasters (Attachment A-Redline and Attachment B-Draft Final).

**Revisions:**

Under Section A.8.9.1 Emergency Compensation for Exempt Classes, HRD proposes revising the section to provide clarity and consistency for the rate of overtime pay for exempt employees, that may be paid at the discretion of the County Administrative Officer, during a specific emergency which requires emergency overtime to protect life, property or prevention of disruptive interruption of County services.

Under Section A.8.9.2 Declared Local Emergency/Disaster - Pay for Exempt Employees, HRD proposes retitling and revising the section, to provide clarity and direction on how exempt employees are compensated for extra hours worked during and upon the declaration of a local emergency/disaster. In recent years, the County has experienced natural disasters which required employees to work extra hours each year to assist County residents. Under the federal mandate, the new revision would allow the County to recover and receive reimbursement for the costs associated with the emergency/disaster.

**Additions:**

Under Section A.8.9.3 California Disaster and Civil Defense Mutual Aid Agreement - Pay for Exempt and Non-Exempt Employees, HRD proposes adding policy language to provide direction on how exempt and non-exempt employees are compensated while providing Statewide mutual aid to an outside jurisdiction. The impact of major or catastrophic emergencies/disasters can exceed local resources. When an outside jurisdiction governing body requests mutual aid, the new section would authorize the County Administrative Officer to provide resources to include, but not limited to, facilities, equipment, and personnel to support the outside jurisdiction. In addition, the proposed language will give direction to compensate exempt and non-exempt employees for extra hours worked in providing emergency services for the protection of life, property, and environment or to prevent significant interruption in services for the outside jurisdiction requesting mutual aid. Extra hours shall be defined as time actually worked in excess of forty (40) hours in a work week or eighty (80) hours in a pay period pursuant to applicable bargaining unit Memorandum of Understanding (MOU) or in accordance with Section A.8.4.

November 1, 2018, the County of Monterey provided mutual aid to Butte County during the declared emergency/disaster. Upon approval by the Board of Supervisors, the Auditor-Controller Office will have authorization to retroactively pay impacted Sheriff-Coroner Personnel who provided mutual aid to Butte County.

**OTHER AGENCY INVOLVEMENT:**

The Office of the Auditor Controller, County Administrative Office, County Counsel, Office of Emergency Services and Sheriff-Coroner Office have reviewed and concur with the proposed revisions and additions to Personnel Policies and Practices Resolution (PPPR) Sections A.8.9.1 Emergency Compensation for Exempt Classes, A.8.9.2 Declared Local Emergency/Disaster - Pay for

Exempt Employees and A.8.9.3 California Disaster and Civil Defense Master Mutual Aid Agreement  
- Pay for Exempt and Non-Exempt Employees.

FINANCING:

The Monterey County Sheriff-Coroner Office will be responsible for paying \$10,443.42 for the hours worked by the impacted employee who provided mutual aid to Butte County.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates HRD's commitment to meet the Board's strategic initiative of attracting, recruiting, and retaining a diverse, talented workforce that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Attachments:

Board Report

Resolution

Attachment A: PPPR Redline

Attachment B: Draft PPPR Final