

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

Resolution No.: -----

PPPR Control No. 19-005
HRM Control No. 19-005

- 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.)

WHEREAS, the County of Monterey was requested to provide mutual aid to Butte County during the Butte County Camp Fire in November 2018; and

WHEREAS, County of Monterey employees provided mutual aid to Butte County in November 2018; and

WHEREAS, the County of Monterey would like to compensate employees that provided mutual aid and a review of current County policy does not provide compensation for employees who provide mutual aid to an outside agency; and

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

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

- 1. The Personnel Policies and Practices Resolution (PPPR) No.98-394 is amended to revise and retitle Section A.8.9.1 Emergency Compensation for Exempt Classes:

A.8.9.1 Emergency Compensation 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 work authorized during specific emergency situations, not including local or state disasters, 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. Extra hours worked for such emergencies 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. In such emergencies, employees in overtime

exempt classes may, at the discretion of the County Administrative Officer, be compensated at the regular hourly-equivalent rate of pay for hours worked in excess of forty (40) hours in a work week or eighty (80) hours in a pay period pursuant to applicable bargaining unit MOU or in accordance with Section A.8.4. Emergency compensation 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 Chief Executive Officer may approve such action for employees employed by Natividad Medical Center.

2. The Personnel Policies and Practices Resolution (PPPR) No.98-394 is amended to revise and retitle Section A.8.9.2 Declared Local Emergency/Disaster – Pay for Exempt Employees:

A.8.9.2 Declared Local Emergency/Disaster – Pay for Exempt Employees

Upon and during a declaration of Local Emergency/Disaster by the Board of Supervisors and the State and as ratified by the Board of Supervisors under Section 2.68.060 on the Monterey County Code and Government Code section 8630, the County Administrative Officer or authorized designee shall direct compensation be paid for all extra hours worked by exempt employees assigned to provide emergency special services for the protection of life, property and environment or to prevent a significant interruption in County services during such Local Emergency/Disaster. Disaster is defined as a sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life. In such Local Emergency/Disaster, employees in overtime exempt classes, shall be compensated at their regular hourly-equivalent rate of pay for hours worked in excess of forty (40) hours in a work week or eighty (80) hours in a pay period pursuant to applicable bargaining unit MOU or in accordance with Section A.8.4. 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.

3. The Personnel Policies and Practices Resolution (PPPR) No.98-394 is amended to add Section A.8.9.3 California Disaster and Civil Defense Mutual Aid Agreement – Pay for Exempt and Non-Exempt Employees; and

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

Statewide mutual aid is voluntary aid provided between and among local jurisdictions and the State.

Effective November 1, 2018, when an outside jurisdiction governing body determines that their local emergency/disaster cannot be resolved by emergency management resources within their Operational Area, it is the responsibility of the governing body to request mutual aid from outside jurisdictions. Under the terms of the California Disaster and Defense Master Mutual Aid Agreement, it is desirable that all the resources and facilities of the State and local jurisdiction be made available.

Upon an authorized mutual aid request from the governing body of an outside jurisdiction, the County Administrative Officer is authorized to provide resources including, but not limited to, facilities, equipment, and personnel to support the outside jurisdiction's response to a proclaimed-local emergency/disaster.

Compensation shall be paid for all extra hours worked by exempt and non-exempt County of Monterey employees assigned to provide emergency special services for the protection of life, property and environment or to prevent significant interruption in services in response to an outside jurisdiction local emergency/disaster. In such Emergency/Disaster, employees in overtime exempt classes, shall be compensated at their regular hourly-equivalent rate of pay for hours worked in excess of forty (40) hours in a work week or eighty (80) hours in a pay period pursuant to applicable bargaining unit MOU or in accordance with Section A.8.4. In such Emergency/Disaster, employees in overtime eligible classes, shall be compensated at one and one-half (1-1/2) times their regular hourly-equivalent rate of pay for hours worked in excess of forty (40) hours in a work week or eighty (80) hours in a pay period pursuant to applicable bargaining unit MOU or in accordance with Section A.8.4. Mutual Aid Proclaimed Local Emergency Pay for exempt and non-exempt employees and County reimbursement claims shall be processed in accordance with the Administrative Guidelines established by the County Administrative Officer and/or Human Resources Director.

- 4. The Auditor-Controller is authorized to pay impacted employees retroactively for additional hours worked during the Butte County Camp Fire in November 2018; and
- 5. The Human Resources Department is directed to incorporate the changes in the Personnel Policies and Practices Resolution (PPPR) No.98-394.

PASSED AND ADOPTED on this _____ day of _____, 2019, by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, 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 Minute Book _____, on _____.

Dated: Valerie Ralph, Clerk of the Board of Supervisors,
County of Monterey, State of California.

By _____, Deputy