

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

Resolution No.:	PPPR Control No. <u>18-012</u>)
)
Adopt a Resolution to amend Personnel Policies and Practices Resolution No. 98-394 to)
amend Section B.6 Initial Probationary Period to clarify language related to probationary)
status as indicated in Attachment A.)

WHEREAS, Current language in the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section B.6 Initial Probationary Period is not clear on whether an employee who has passed probation in a particular classification is required to serve another probationary period when being appointed, demoted, promoted, reclassified, reemployed, reinstated or transferred to a new position; and

WHEREAS, The County's practice has been that a new probationary period is not served when an employee has passed probation in a particular classification except in specified circumstances describe therein; and

WHEREAS, in order to memorialize the County practice, PPPR No. 98-394 needs to be amended;

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

A Resolution is adopted to amend Personnel Policies and Practices Resolution No. 98-394 Section B.6 Initial Probationary Period to clarify language related to probationary status as indicated below:

B.6 INITIAL PROBATIONARY PERIOD

The initial probationary period shall be the final phase of the examination or qualification process. It shall be used by the appointing authority for the evaluation and effective adjustment of any newly appointed employee and for removal of any probationary employee whose performance or work related behavior does not meet the required standards for the position to which he/she has been appointed or for County service generally.

Each appointment, demotion, promotion, reclassification, reemployment, reinstatement or transfer to a permanent position shall likewise be subject to an initial probationary period except as provided in paragraph 3 below. Unless a shorter initial probationary period is set forth in the applicable memorandum of understanding, this test period shall be a minimum of twelve (12) months. Employees having completed a probationary period in a classification collapsed into a broad class shall be deemed to have completed any required probationary period for such broadbanded classification. Employees who are in a period of probation at the time their position is collapsed into a broad classification shall be subject only to the remaining period of probation not completed. An employee's anniversary date shall not be affected as a result of such an action.

An employee shall not be required to serve a second probationary period for a classification in which s/he has successfully completed the initial probationary period, except as follows:

- a. The employee leaves County service and later is rehired into the same job classification s/he formerly held.
- b. As provided in Section D. Disciplinary Action or the applicable memorandum of understanding.

The probationary period shall date from the time of appointment to a permanent or seasonal position and shall not include time served as a temporary, part-time, or emergency appointee, nor any period of continued leave of absence without pay exceeding thirty (30) days.

For cause, the County Administrative Officer, upon the recommendation of the appointing authority, may extend the probationary period of an employee for a period not to exceed six (6) months upon furnishing the employee with a statement of the reasons for such extension and the required standards that must be met in order for the employee to successfully complete the probationary period. 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.

PASSED AND ADOPTED on this ____ day of _____, 2018, 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 of Minute Book____ for the meeting on _____.

Dated:

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

By _____,
Deputy