

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

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39626-U01
COMPLETED-U02
BOARD-U02
ORDER-U02
LI21329-U03
FO21330-U03
FO62956-U03
FO64075-U03
MG69409-U03
AS69434-U03
AS69438-U03
AI70578-U03
DO70768-U03
C7-U03
COUNTY-U03
CODE-U03
6/27/2008-U04
MUNOZP-U04
11966-U05
15-U06
62.-U07
AMEND-U07
PERSONNEL-U07
POLICIES-U07
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RESOLUTION-U07
NO.-U07
98-394-U07
TO-U07
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SECTION-U07
A.9.17-U07
U07
X-U07
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STIPEND-U07
105-ADMINISTRATION-U08
SILVA-U09
JANET-U09
SILVAJ-U10
6/16/2008-U011
POLICY,-U012
EFFECTIVE-U012
RETROACTIVE-U012
TO-U012
JANUARY-U012
1,-U012
2008.-U012

COMPLETED BOARD ORDER 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

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