

# **County of Monterey**

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

## Legislation Details (With Board Report)

File #: 08-823 Name:

Type: Minutes Status: Passed

File created: 6/24/2008 In control: Board of Supervisors

On agenda: 6/24/2008 Final action: 6/24/2008

Title: 62. Amend Personnel Policies and Practices Resolution No. 98-394 to add Section A.9.17 - X Unit

Educational Stipend 62. Amend Personnel Policies and Practices Resolution No. 98-394 to add

Section A.9.17 - X Unit Educational Stipend

Sponsors:

Indexes:

Code sections:

Attachments: 1. Completed Board Order

Date	Ver.	Action By	Action	Result
6/24/2008	1	Board of Supervisors	approved	

COMPLETED BOARD ORDER ♦¶2┐┐♦♦ ☐ 62 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

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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

### BIB]

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 PRACTICES-U07 **RESOLUTION-U07** NO.-U07 98-394-U07 TO-U07 ADD-U07 SECTION-U07 A.9.17-U07 U07 X-U07 UNIT-U07 **EDUCATIONAL-U07** 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 \$\Pi2\gamma\ga

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

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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 Člerk of the Board of Supervisors County of Jonterey, State of California

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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 PRACTICES-U07 **RESOLUTION-U07** NO.-U07 98-394-U07 TO-U07 ADD-U07 SECTION-U07 A.9.17-U07 U07 X-U07 UNIT-U07 **EDUCATIONAL-U07** 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

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