



Legislation Details (With Board Report)

**File #:** RES 23-293      **Name:** Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.2 Increases within Salary Range;

**Type:** General Agenda Item      **Status:** General Government - Consent

**File created:** 4/5/2023      **In control:** Board of Supervisors

**On agenda:** 4/18/2023      **Final action:** 4/18/2023

**Title:** Adopt Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.2 Increases within Salary Range;  
b. Direct the Human Resources Department to implement the changes.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A - Personnel Policies and Practices Resolution - Redline, 3. Attachment B - Personnel Policies and Practices Resolution - Clean, 4. Resolution, 5. Completed Board Order Item No. 54, 6. Completed Resolution Item No. 54

Date	Ver.	Action By	Action	Result
4/18/2023	1	Board of Supervisors		

Adopt Resolution to:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.2 Increases within Salary Range;  
b. Direct the Human Resources Department to implement the changes.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:  
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.2 Increases within Salary Range;  
b. Direct the Human Resources Department to implement the changes.

**SUMMARY/DISCUSSION:**

The Human Resources Department recommends the Board consider amending the Personnel Policies and Practices Resolution (PPPR) No 98.394 Section A.1.11.2 Increases within Salary Range to add language to authorize an Appointing Authority during the first twelve (12) months of continuous service, the ability to provide a step advancement for Unit Y employees who are placed initially at step one (1) or two (2) of the salary range.

Per PPPR Section A.4.1 Eligibility for Step Advancements, an Appointing Authority may grant advancement to any higher step in the salary range during an employee’s initial probationary period in that class. In determining the appropriateness of advancing a probationary employee above the initial step, the appointing authority should consider the criteria used for determining initial step placement such as: credit for experience, difficulty of recruitment, unusual qualifications, reduction in pay, employment negotiation, and employee retention. This provision does not apply to Unit Y employees and limits the Appointing Authority the latitude to grant a step advance to steps two or three of the salary range in a similar fashion as other County employees. The same

criteria will be used when determining if an advanced step during the first twelve months of employment is appropriate

Amending Section A.1.11.2 Increases within Salary Range would standardize the step advancement for executive staff with the rest of County employees who are able to receive a step advancement during their initial probationary period.

For the reasons listed above, the Human Resources Department recommends the Board approve the amendment to the Personnel Policies and Practice Resolution (PPPR) Section A.1.11.2 Increases with salary range as indicated in Attachment A.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has conferred with the County Administrative Office and County Counsel regarding this matter.

FINANCING:

Any costs associated with this recommended action will be absorbed within the departments' budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

<input type="checkbox"/>	Economic Development
<input checked="" type="checkbox"/>	Administration
<input type="checkbox"/>	Health & Human Services
<input type="checkbox"/>	Infrastructure
<input type="checkbox"/>	Public Safety

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Attachments:

Board Report

Attachment A - PPPR Amendment Redline

Attachment B - PPPR Amendment Clean  
Resolution