



Legislation Details (With Board Report)

File #:	RES 23-250	Name:	Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section V Definitions to add a definition for Exempt Classification;
Type:	General Agenda Item	Status:	Agenda Ready
File created:	3/16/2023	In control:	Board of Supervisors
On agenda:	3/21/2023	Final action:	3/21/2023

Title: Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section V Definitions to add a definition for Exempt Classification;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to retitle and modify Section A.8.7 Administrative Leave for Overtime Exempt Classes;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to retitle and modify Sections A.8.9 Additional Pay for Exempt Employees. A.8.9.1 Emergency Compensation for Exempt Classes and A.8.9.2 Declared Local Emergency/Disaster - Pay for Exempt Employees;
- d. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes. (ADDED VIA ADDENDA)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A - PPPR Section A.8.7 & A.8.9 Amendments - Redline (1), 3. Attachment B - PPPR Section A.8.7 & A.8.9 Amendments - Clean (1), 4. PPPR Resolution_03.16.pdf, 5. Completed Board Order Item No. 25.1, 6. Completed Resolution Item No. 25.1, 7. REVISED Completed Resolution Item No. 25.1

Date	Ver.	Action By	Action	Result
3/21/2023	1	Board of Supervisors		

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section V Definitions to add a definition for Exempt Classification;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to retitle and modify Section A.8.7 Administrative Leave for Overtime Exempt Classes;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to retitle and modify Sections A.8.9 Additional Pay for Exempt Employees. A.8.9.1 Emergency Compensation for Exempt Classes and A.8.9.2 Declared Local Emergency/Disaster - Pay for Exempt Employees;
- d. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes. (ADDED VIA ADDENDA)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section V Definitions to add a definition for Exempt Classification;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.8.7 Administrative Leave for Overtime Exempt Classes;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to retitle and modify Sections A.8.9 Additional Pay for Exempt Employees. A.8.9.1 Emergency Compensation for Exempt Classes and A.8.9.2

Declared Local Emergency/Disaster - Pay for Exempt Employees;
d. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes.

SUMMARY/DISCUSSION:

The Human Resources Department recommends the proposed amendments to the Personnel Policies and Practices Resolution No. 98-394 (PPPR) to clarify the preferred means of compensation for Exempt Employees performing extraordinary work assignments and the process for eligible Exempt Employees to be compensated for extra hours worked for a special assignment outside of their normal job duties during an emergency response.

Currently under PPPR Section 8.7 Administrative Leave for Overtime Exempt Classes, overtime exempt employees may be provided paid administrative leave by their appointing authority in lieu of receiving compensation for extraordinary work assignments. The current provision limits the leave accrued to two (2) days in a pay period. The Human Resources Department recommends retitling and modifying this provision to clarify what the two (2) days in a pay period equate to for employees who normally work an eight (8) hour shift versus a twelve (12) hour shift. This revision would also standardize language included in represented employee groups' Memorandum of Understanding (MOUs).

Furthermore, the Human Resources Department is proposing to retitle Section A.8.9 Additional Pay for Exempt Employees and retitle and modify the two subsections A.8.9.1 Emergency Overtime for Exempt Classes and A.8.9.2 Declared Local Emergency-Pay for Exempt Employees. The proposed amendments would clarify the eligibility and process for how the County Administrative Officer may compensate eligible Exempt Employees for extra hours worked when an emergency situation occurs in the County or when there is a declared local, state, or national emergency or disaster.

Lastly, the Human Resources Department recommends adding Exempt Classification as a definition under Section V. Definition.

For these reasons, the Human Resources Department recommends the Board approve the amendments to the Personnel Policies and Practices Resolution (PPPR) as indicated in Attachment A and B.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

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

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachments:

Board Report

Attachment A - PPPR Amendments Redline

Attachment B - PPPR Amendments Clean

Resolution