



# County of Monterey

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

## Board Report

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**File #:** RES 23-170, **Version:** 1

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Adopt Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections A.5.7 Temporary Working Out of Class Assignment;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.24.2 Weekend Holidays;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.27.4 Bereavement Leave;
- d. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections A.30.10 Annual Leave Cash Out: Permanent Employees Over One (1) Year of Service, A.30.11 Annual Leave Cash Out: Permanent Employees with Over Ten (10) Years of Service and add Section A.30.13.3 Vacation/Annual Leave/Paid Time Off Emergency Cashout;
- e. Direct the Human Resources Department to implement the changes.

### RECOMMENDATION:

It is recommended the Board of Supervisors adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections A.5.7 Temporary Working Out of Class Assignment;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.24.2 Weekend Holidays;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.27.4 Bereavement Leave;
- d. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections A.30.10 Annual Leave Cash Out: Permanent Employees Over One (1) Year of Service, A.30.11 Annual Leave Cash Out: Permanent Employees with Over Ten (10) Years of Service and add Section A.30.13.3 Vacation/Annual Leave/Paid Time Off Emergency Cashout;
- e. Direct the Human Resources Department to implement the changes.

### SUMMARY/DISCUSSION:

On December 20, 2022, the County of Monterey reached a tentative agreement on a multi-year agreement with the County Employee Management Association (Unit X). On January 24, 2023, the Board of Supervisors approved Personnel Policies and Practices Resolution (PPPR) amendments for Units Y and ZX to follow the base wage salary increases, benefits, and some special pays negotiated by Unit X to ensure equity among the management and executive management classifications and to avoid potential compaction issues. In addition, there are classifications in Unit ZX that are also in Unit X and should maintain the same base wage, benefits, and some special pay provisions. To continue to ensure there is equity between Units X and ZX, the Human Resources Department recommends the following proposed amendments and additions to the Personnel Policies and Practice Resolution (PPPR) to align with provisions included in the agreement with Unit X:

### **A.5.7b Temporary Working Out of Class Assignment**

It is recommended to standardize the Working Out of Class provision in the PPPR for Units Y, Z, and ZX as indicated in Attachment A. This recommended change would align these Units with the majority of the represented Units which have the same or substantially similar provisions in their Memorandum of Understandings (MOUs).

### **A.24.2 Weekend Holidays**

Section A.24.2 of the PPPR clarifies the County's practice for observing holidays on a weekend. The County's current practice for unrepresented units is when a holiday falls on a Saturday, the County observes the holiday on Friday. When a holiday falls on a Sunday, the County observes the holiday on the following Monday. The proposed amendment will make clear that when December 24<sup>th</sup> (Christmas Eve) falls on a Saturday or Sunday, it will be observed on Friday and when December 25<sup>th</sup> (Christmas Day) falls on Saturday or Sunday it will be observed on the following Monday. The proposed amended language is consistent with the language included in majority of represented units MOUs.

### **A.27.4 Bereavement Leave**

Section A.27.4 Bereavement Leave of the PPPR provides the appointing authority the ability to grant eligible employees up to a maximum of five (5) working days of paid time off after the death of a family member. The proposed modification of this section will increase the maximum of days off from five (5) to ten (10) and clarifies the type of leaves employees can use while on bereavement leave. This change is consistent with the language agreed upon for Unit X.

### **A.30.10, A.30.11, and A.30.13.3 Annual and Emergency Vacation/Annual Leave/Paid Time Off Cash Out**

Sections A.30.10 and A.30.11 of the PPPR provides permanent employees in Unit X and Y with at least one (1) year of service in County employment the ability to cash out a set amount of hours (one hundred and twenty (120) hours for Unit X and Y permanent employees with one (1) to nine (9) years of service and one hundred and sixty (160) for Unit X and Y permanent employees with over ten (10) years of service) of their annual leave in any calendar year if they met the outlined eligibility requirements. The Human Resources Department has recommended amendments to update this provision to remove Unit X and add Unit ZX. In addition, the Human Resources Department recommends adding a new Section to the PPPR which would allow unrepresented management employees the ability to cash out vacation/annual leave/paid time off during an existing year if the employee meets the requirements. The proposed amendment is consistent with the language agreed upon for Unit X.

For the reasons listed above, the Human Resources Department recommends the Board approve the amendments to the Personnel Policies and Practice Resolution (PPPR) 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:**

The costs associated with this action are minimal and 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 2.28.23

Attachment A - PPPR Amendments Redline 2.28.23

Attachment B - PPPR Amendments Clean 2.28.23

Resolution