



# County of Monterey

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

## Board Report

---

**File #:** RES 21-132, **Version:** 1

---

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section V. Definitions to update the definition of Temporary Employee and Temporary Position to change the term “position” to “assignment”;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section B.5.9 Temporary to Permanent to allow an appointing authority to appoint a temporary employee to a permanent position when the defined conditions are met;
- c. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.

### RECOMMENDATION:

It is recommended that the Board of Supervisors take the following actions:

Adopt a resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section V. Definitions to update the definition of Temporary Employee and Temporary Position to change the term “position” to “assignment”;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section B.5.9 Temporary to Permanent to allow an appointing authority to appoint a temporary employee to a permanent position when the defined conditions are met;
- c. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.

### SUMMARY/DISCUSSION:

County departments, at times, have the need to hire a County temporary employee to address operational needs. Some examples of when the use of County temporary employees may be appropriate include, but are not limited to, a permanent/regular employee is out of the office on an extended leave of absence; the department has a peak workload which is not able to be completed by permanent/regular employees or during times of emergency.

There are instances when filled permanent/regular positions become vacant due to resignations, retirements, etc. and the department has the need to fill the position. When this occurs, the County’s current practice is the County temporary employee may be appointed to a permanent/regular position within one (1) year of their original temporary assignment date in the same classification. Under this practice, the County temporary employee is required to have applied and competed through an open competitive recruitment process for an available permanent/regular position in the same classification and has been referred for a temporary position from an Eligible List for a permanent/regular recruitment.

The current practice is not currently written in the Personnel Policies & Practices Resolution (PPPR) No. 98-394 or any other Human Resources polices. Adding this provision to the PPPR will memorialize the practice and give departments the flexibility to hire a qualified temporary employee that meets the defined criteria and

expand the timeframe from one (1) year to two (2) years without initiating an additional open competitive recruitment process since the qualified temporary employee has already been deemed qualified through the initial competitive process as outlined above.

In addition, the Human Resources Department recommends updating the PPPR to change the term “position” to “assignment” in Section V. Definitions for Temporary Employee and Temporary Position. This update clarifies that a temporary employee assignment is limited in duration and is not a position.

For these reasons, it is recommended that the Board of Supervisors approve the amendment to the Personnel Policies and Practices Resolution.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has consulted with the Office of the County Counsel in the development of the recommended PPPR language.

FINANCING:

There is no financial impact in approving the recommended changes.

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.

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

Prepared By: Wendell Sells, Management Analyst III, 796-6066

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

Attachments:

- A - PPPR B.9. Temporary to Permanent\_Redline
- B - PPPR B.9. Temporary to Permanent\_Clean
- C - Resolution