File #: RES 20-006, **Version:** 1

Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Sections A.25.9, A.30.10, A.30.11, and A.30.13 and add sections A.25.9.2 and A.30.13.2 related to cash out of vacation/annual leave/paid time off (PTO) hours for employees who receive a change in class during the cash out eligibility period; and
b. Authorize the Auditor-Controller to process 2019 cash out requests for impacted employees; and
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:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Sections A.25.9, A.30.10, A.30.11, and A.30.13 and add sections A.25.9.2 and A.30.13.2 related to cash out of vacation/annual leave/paid time off (PTO) hours for employees who receive a change in class during the cash out eligibility period; and
b. Authorize the Auditor-Controller to process 2019 cash out requests for impacted employees; and
c. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.

SUMMARY/DISCUSSION:
The Human Resources Department (HRD) recommends the proposed language revisions and additions to the Personnel Policies and Practices Resolution No. 98-304 (PPPR) to clarify cash out eligibility for employees who receive a change in class into a different bargaining unit during the cash out eligibility period.

Monterey County offers a Vacation/Annual Leave/PTO Cash Out program to employees in represented and unrepresented units. For employees to cash out vacation/annual leave/PTO, the employee must first meet the eligibility criteria set forth in the applicable bargaining Memorandum of Understanding (MOU) or PPPR. The current PPPR language requires employees participating in the cash out process to have at least one (1) year of service in the employee's current bargaining unit. This practice has unintendedly deemed employees, who were promoted or reclassified into different bargaining units, ineligible to participate in the cash out process even though they were eligible prior to their change in class. The proposed language would clarify that employees who receive a change in class during the cash out eligibility period will be subject to the cash out eligibility requirements of the previous bargaining unit and be compensated at employee's current rate of pay.

The proposed language for changes to the Personnel Policies and Procedures Resolution (PPPR), is included as Attachment A and B. Amendment to the PPPR is by way of Resolution, which is included as an attachment.

OTHER AGENCY INVOLVEMENT:
The Office of the Auditor Controller, County Administrative Office and County Counsel have reviewed and concur with the approved revisions and additions.

FINANCING:
Vacation/annual leave/PTO cash outs are financed through each department's annual budget; this action will have no current impact to the County's General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:
Check the related Board of Supervisors Strategic Initiatives:

☐Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

☐Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

☒Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

☐Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

☐Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

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Attachments:
Resolution is on file with the Clerk of the Board
Attachment A: PPPR Redline is on file with the Clerk of the Board
Attachment B: Draft PPPR Final is on file with the Clerk of the Board