



# County of Monterey

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

## Legislation Details (With Board Report)

**File #:** RES 17-199      **Name:** amend Personnel Policies and Practices Resolution No. 98-394  
**Type:** BoS Resolution      **Status:** Passed  
**File created:** 11/30/2017      **In control:** Board of Supervisors  
**On agenda:** 12/12/2017      **Final action:** 12/12/2017

**Title:** Adopt a Resolution to amend Personnel Policies and Practices Resolution No. 98-394 to amend Section A. 30.12 Annual Leave on Class Change to Representation Unit with Lower Accrual Cap.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution, 2. Amendment A, 3. Attachment B, 4. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
12/12/2017	1	Board of Supervisors	adopted	Pass

Adopt a Resolution to amend Personnel Policies and Practices Resolution No. 98-394 to amend Section A. 30.12 Annual Leave on Class Change to Representation Unit with Lower Accrual Cap.

### RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to amend Personnel Policies and Practices Resolution No. 98-394 to amend Section A. 30.12 Annual Leave on Class Change to Representation Unit with Lower Accrual Cap.

### SUMMARY/ DISCUSSION:

On August 23, 2011, the Board of Supervisors approved amending the Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section A.30.12 Annual Leave on Class Change to Representation Unit with Lower Accrual Cap. The addition of the section was designed to allow County employees who have a class change to a represented unit with a lesser leave or vacation accrual cap to retain their accrued leave bank balance in a legacy annual leave account and request a one-time cash out of the annual or vacation leave available on the effective date of the specified personnel action at the rate of pay applicable to the employee prior to the specified personnel action.

The original recommendation contained within the Board report provided an example of employees “voluntarily” demoting in lieu of layoff from unit X to a represented position with a lesser accrual cap. However, the actual language added to the PPPR indicates the employee must “involuntarily” demote. In the past year, situations have arisen where employees have demoted in lieu of layoff, voluntarily demoted to the benefit of both the employee and the County, and promoted. As the PPPR language specifically states “involuntarily” the County is precluded from providing this option to employees. The recommended action will amend the current policy as indicated in Attachment A and allow employees who change to an employee/bargaining unit with a lesser leave accrual cap to cash out up to an amount not to exceed 40 (forty) hours below the accrual maximum assigned to the new class.

### OTHER AGENCY INVOLVEMENT:

The Auditor-Controller’s office was consulted and concurs with the proposed amendment.

**FINANCING:**

Any costs associated with this action will be absorbed by the department.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the Human Resources Department's commitment to meet the Board's strategic initiative of attracting, recruiting and retaining a diverse, talented work force that supports the mission of Monterey County.

Mark a check to the related Board of Supervisors Strategic Initiatives

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

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

**Attachments:**

Attachment A, Amend Personnel Policies and Practices Resolution (PPPR) A.30.12.

Attachment B, Original amended Personnel Policies and Practices Resolution (PPPR) No. 98-394, A.30.12.  
Resolution