



# County of Monterey

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

## Legislation Details (With Board Report)

<b>File #:</b>	RES 20-109	<b>Name:</b>	Amend Personnel Policies and Practices Resolution No. 98-394
<b>Type:</b>	BoS Resolution	<b>Status:</b>	Passed - Human Resources Department
<b>File created:</b>	6/16/2020	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	6/23/2020	<b>Final action:</b>	6/23/2020

**Title:** Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.4 Step Eligible Dates - "Acting" Appointments effective January 1, 2020;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections 1.1.10 Confidential (Z Unit) and Supervisors Assistants (Unit P) Salary Adjustments, A.25 Vacation and A.27 Sick Leave to convert the Vacation and Sick Leave provisions for Unit P and Z to Annual Leave;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section A.30.15 Suspension of Vacation/Annual Leave Accrual Rate Limit During Proclaimed Local Emergency/Disaster;
- d. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.
- e. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes in the Advantage HRM/Payroll system.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A-PPPR Updates - Acting Appointment, 3. Attachment B - PPPR Updates- Units P and Z Annual Leave, 4. Attachment C - PPPR Updates - Suspension of Vacation-Annual Leave Accrual Rate Limit, 5. PPPR Resolution PDF, 6. Item No. 55 Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
6/23/2020	1	Board of Supervisors		

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.4 Step Eligible Dates - "Acting" Appointments effective January 1, 2020;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections 1.1.10 Confidential (Z Unit) and Supervisors Assistants (Unit P) Salary Adjustments, A.25 Vacation and A.27 Sick Leave to convert the Vacation and Sick Leave provisions for Unit P and Z to Annual Leave;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section A.30.15 Suspension of Vacation/Annual Leave Accrual Rate Limit During Proclaimed Local Emergency/Disaster;
- d. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.
- e. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes in the Advantage HRM/Payroll system.

**RECOMMENDATION:**

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

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.1.11.4 Step Eligible Dates - "Acting" Appointments effective January 1, 2020;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections 1.1.10

Confidential (Z Unit) and Supervisors Assistants (Unit P) Salary Adjustments, A.25 Vacation and A.27 Sick Leave to convert the Vacation and Sick Leave provisions for Unit P and Z to Annual Leave;

c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section A.30.15 Suspension of Vacation/Annual Leave Accrual Rate Limit During Proclaimed Local Emergency/Disaster;

d. Direct the Human Resources Department to incorporate the changes in the Personnel Policies and Practices Resolution No.98-394.

e. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes in the Advantage HRM/Payroll system.

#### SUMMARY/DISCUSSION:

The Human Resources Department (HRD) recommends the proposed language revisions and additions to the Personnel Policies and Practices Resolution (PPPR) regarding "acting" appointments, annual leave conversion for Units P and Z and suspend during a proclaimed local emergency/disaster the vacation/annual leave accrual rate limit.

#### **Acting Appointments**

Section A.1.11.4 of the PPPR allows for employees that have been "acting" in a non-elected Unit Y position for a period of four (4) or more pay periods, and appointed to the regular position without a break in service, to have their bi-annual step advance eligible date advanced by the number of days in excess of 60 that they were in the acting capacity. The proposed change (Attachment A) may allow for all days served in an "acting" capacity, when directly appointed to the non-elected Unit Y position, to count towards the bi-annual step advance date.

In addition, a new paragraph has been added which may allow for employees who have been in an "acting" capacity and directly appointed to the regular position to have their start date effective the date the acting assignment began.

The recommended changes are intended to recognize employees who serve in an "acting" capacity in a non-elected Unit Y position by allowing the time served to count towards their appointment date and bi-annual step advance date.

#### **Annual Leave Conversion for Unit P and Z**

Section A.1.10 of the PPPR determines that all classifications assigned to Units P and Z shall receive the same general benefits and salary adjustments in accordance with those negotiated by the Supervisory (Unit F) and General (Unit J). The Human Resources Department reviewed the PPPR leave provisions for consistency with SEIU Local 21 Memorandum of Understanding (MOU) which represent Units F and J regarding leave provisions. It was determined that the PPPR provisions were not applied consistently to employees in Units P and Z. For these reasons, the Human Resources Department recommends the approval of the PPPR amendments as outlined in Attachment B to convert the Vacation and Sick Leave provisions for Units P and Z to Annual Leave.

#### **Suspension of Vacation/Annual Leave Accrual Rate Limit During Proclaimed Local Emergency/Disaster**

Section 4 Rescission of Approved Leave/Time Off of the Human Resources Emergency Response Manual, contains a provision which specifies that should the need for an employee to work during a Pandemic event and/or other catastrophic emergency result in the employee going beyond the maximum accrual amount, the appointing authority may submit a recommendation to the Director of the Human Resources requesting the

employee be allowed to accrue over the maximum accrual amount.

In order to implement this provision, the Human Resources Department recommends the approval of the new PPPR addition as outlined in Attachment C. This new section would authorize the County Administrative Officer or designee to approve on a case-by-case basis the temporary suspension of an employee's maximum accrual amount when an employee is unable to take time off and is required to work during a proclaimed local emergency only. Once the proclaimed emergency is lifted, the Director of Human Resources will designate a six (6) month grace period for employees to be granted time off or to request a one-time cash out of accruals over the threshold not to exceed forty (40) hours below their corresponding accrual maximum.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has consulted with the County Counsel's Office and the Auditor-Controller's Office in the development of the recommended PPPR language. The County Administrative Office concurs with this recommendation.

FINANCING:

The costs associated with these actions should have minimal impact on the 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

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

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

Attachments:

A - PPPR Section A.1.11.4 Redline

B - PPPR Sections A.1.1.10, A.25, and A.27 Redline

C - PPPR Section A.30.15 Redline

Resolution