

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Nancy Nittler, Personnel Director
By: Ann Craig, Personnel Services Manager
Date: July 10, 2007
Subject: Re-adoption of Chapter 3 Personnel Rules

ACTION REQUESTED:

Approve the following:

- 1) Re-adoption of the Personnel Rules in its entirety as identified in Chapter 3 of the Placer County Code to reflect the recommendations approved by the Civil Service Commission at their regular meeting of April 9, 2007 and
- 2) Amendment to Chapter 2, Administration, Article 2.12 County Office Hours

BACKGROUND:

Following discussions with the County Counsel's Office and the Civil Service Commission, the Personnel Department is requesting a re-adoption of the Personnel Code as outlined in Chapter 3, in its entirety as attached. This action is being requested for the following reasons:

- 1) To aide in the development of the Consolidated Memorandum of Understanding as outlined in the most recent agreement with the Placer Public Employees Organization (PPEO), the Consolidated Management Salary and Benefits Ordinance and to update the Placer County Deputy Sheriffs Association (PCDSA) Consolidated Memorandum of Understanding.
- 2) To develop a more streamlined personnel code that will cover the governing policies and administration of the Civil Service and personnel rules.
- 3) To update portions of the code that the former outside publisher had difficulty in maintaining due to the fact that Chapter 3 is amended at least monthly. This makes it difficult for any outside publisher to keep up with all the changes to the code based on publishing schedules. This lead to mistakes, primarily in the appendices that track the positions and allocations, as well as in the general rules sections on a more limited basis. The Personnel Department has kept a record of all the changes and County Counsel hired a new outside publisher to maintain the code from this point forward.
- 4) The amendment to Chapter 2, Administration, is incorporated into the Chapter 3, Personnel Code.

The concept of re-adopting the personnel code enables the new outside publisher to start with a clean, correct document. In addition, the updated code will change the format and eliminate the position and allocation appendices from the codified version, except where there is information that is not maintained elsewhere. Removing the appendices, which were the most difficult to maintain, will streamline our current process and also eliminate a

duplication of effort. The Personnel Department will continue to request Board of Supervisor authority on salary and position allocation changes as recommended by the Civil Service Commission and will continue to maintain the position, allocation and salary information on the Placer County website so it is publicly available as required in Chapter 3.

These actions will not affect any PPEO or PCDSA represented employees' terms or conditions of employment. In addition, we have opted not to include the specific language from the recent PPEO Memorandum of Understanding nor the Management & Confidential Salary and Benefits Ordinance. Rather these changes have been identified by referencing the ordinances so as to maintain the requirements in a single location.

The only substantive changes to Chapter 3 are provisions that affect unclassified management or unrepresented employees and as well as having the allocation and salary appendices un-codified. The change to Chapter 3 Section, 3.08.1350, (Unclassified) Disciplinary Action, removes the appeals process, to the Board of Supervisors, for the unclassified employees and makes the determination of the County Executive Officer final.

In summary, not only is this re-adoption designed to enable the new outside publisher to start with a clean, correct document, it is the first step in creating a more streamlined personnel code and the development of consolidated Memorandums of Understanding with PPEO and DSA and the consolidated Salary and Benefits Ordinance for unrepresented employees. The next phase of this project will identify what language should be included in Chapter 3 and each of the consolidated Memorandums of Understanding. It is anticipated that references to specific salaries and benefits will no longer be included in the personnel code, but will continue to be ordinances as approved by your Board. Any further changes to Chapter 3 would be reviewed with the Placer County Civil Service Commission and your Board prior to implementation.

The County Counsel's Office has been instrumental in this project and will continue to work with the Personnel Department and the Civil Service Commission on the next phases of the project. Copies of the proposed changes were previously provided in March to both labor organizations for their review and comment.

FISCAL IMPACT: There is no fiscal impact to re-adopt the Personnel rules in Chapter 3 of the County Code.

Attachment: Chapter 3 as proposed.

A strikeout version of Chapter 3 showing the changes is available in the Clerk of the Board's Office for review by the public upon request and will be maintained by the Clerk as part of the record of this Board action.

cc: Thomas M. Miller, County Executive Officer
Anthony J. LaBouff, County Counsel
Valerie Flood, Senior Deputy County Counsel
Chuck Thiel/Kathy Widing, PPEO Business Agents
Josh Tindal, PCDSA President

368

Before the Board Of Supervisors County of Placer, State of California

In the matter of: Re-adoption of the Personnel Rules in
its entirety as identified in Chapter 3 of the Placer County
Code and Amendment to Chapter 2, Administration, Article 2.12
County Office Hours

Ordinance No.: _____

First Reading: _____

Second Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a
regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES
HEREBY ORDAIN AS FOLLOWS:

Chapter 3 of the Placer County Code is readopted in whole, and as set forth in
attachment A hereto, except as otherwise set forth herein. Should attachment "A"
inadvertently contain provisions that are in conflict with provisions contained in
previously adopted ordinance numbers 5442-B, 5443-B, or 5444-B, then the provisions
of these previously adopted ordinances shall control.

The Chapter 3 sections and appendices identified in this paragraph, and as modified
by recent ordinance changes, are not part of attachment "A" hereto. These sections
and appendices are not being deleted, revoked, amended, or otherwise changed in
substance, but are only being uncodified. A) The administrative code, classification

364

Ordinance # _____

title, salary plan- appendix, and grade information contained in sections 3.12.020* and 3.12.030*. B) The entirety of appendices 1, 1A, 1B, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14. C) The current schedule of all titles coming within the classified service pursuant to section 3.08.070.

*(Portions of these sections will remain in the codified attachment "A" while consolidated collective bargaining agreements and consolidated salary and benefits ordinances are being finalized. After those consolidated documents are finalized, these portions will also become uncodified).

Chapter 2 ADMINISTRATION

Article 2.12 COUNTY OFFICE HOURS

2.12.010 Hours and holidays of county offices generally.

Except as provided in the following section, the minimum that county offices shall keep their offices open for the transaction of business shall be during the hours of eight a.m. and five p.m., (unless otherwise ordered by minute order of the board of supervisors) Mondays through Fridays, with the exception of the following holidays on which county offices shall be closed:

- A. January 1st.
- B. Third Monday in January (Martin Luther King, Jr. Day).
- C. February 12th, (Lincoln's Day).
- D. The third Monday in February (President's Day).
- E. Last Monday in May (Memorial Day).
- F. July 4th.
- G. First Monday in September (Labor Day).
- H. Second Monday in October (Columbus Day).
- I. November 11th (Veteran's Day).
- J. Thanksgiving Day.
- K. The day following Thanksgiving Day.
- L. December 25th.
- M. Every day appointed by the President or the Governor for a public fast, Thanksgiving or holiday, subject to approval by board of supervisors.
- N. When any of the foregoing holidays falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

O. When any of the foregoing holidays falls on a Saturday, the proceeding Friday shall be deemed to be the holiday in lieu of the day observed.

~~O. For county holidays falling on a Saturday from and after five p.m., December 24, 1971, such employees shall be entitled to a holiday the preceding Friday unless the board of supervisors, by minute order, directs that such eight hours be added to each such employee's annual vacation leave.~~

~~1. For county holidays falling on the normal day off for employees working other than a normal Monday through Friday schedule (i.e., 9-80, 8-80, etc.), such employees shall have an additional eight hours credited to their vacation balance. (County holiday defined per County Code Section 3.08.170)~~

~~P. Floating Holiday. During the first full pay period of the calendar year, eight hours floating holiday will be credited to employees. Employees unable to complete six~~

Ordinance # _____

~~months (one thousand forty (1,040) straight time hours) initial probationary period prior to December 31st, shall not be eligible for any Floating Holiday that year. Hours shall be prorated for permanent part time employees. Floating holiday shall be taken within the calendar year granted, and shall not carry over from year to year. Unused holiday time will not be compensated upon termination.~~

~~It will be management's policy to make every effort to allow employees to take the time off at their choosing. (Ord. 5362-B, 2005; Ord. 5342-B, 2005; Ord. 5006-B (part); 1999: prior code § 2.1)~~