

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

Ord. Intro

**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

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**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