

**MEMORANDUM**  
OFFICE OF THE  
COUNTY EXECUTIVE  
COUNTY OF PLACER

**TO:** Honorable Board of Supervisors  
**FROM:** Thomas M. Miller, County Executive Officer  
Nancy Nittler, Director of Personnel  
**DATE:** January 10, 2012  
**SUBJECT:** Employee Step Increases (Information Item)

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**ACTION REQUESTED**

That the Board receives information regarding Placer County Code's, Chapter 3 process for employee step, or merit, increases.

**BACKGROUND**

Board adoption of Ordinance #501 established a Civil Service System in Placer County. The primary purpose of the System, and the Civil Service Commission, are to further personnel activities on the sole basis of merit and competence, that are in the best interest of the County, and are without regard to personal, political, or other extraneous matters. The Civil Service System is divided into the unclassified and the classified service.<sup>1</sup> As of this writing, there are 2,113 active employees in county classified service (hourly rate range \$15.83 to \$68.40), 93 in unclassified service (hourly rate range \$33.64 to \$123.40) and 11 in elected service (hourly rate range \$14.23 to \$93.85).

A central roster of employees and positions is maintained by the Personnel Department. Positions in the classified service are allocated to a class in the classification plan as determined by the duties and responsibilities of the position. Positions are included in the same class if they have:

1. Sufficiently similar duties and responsibilities.
2. Substantially the same requirements as to education, experience, knowledge and ability.
3. Substantially the same test of fitness may be used in choosing qualified appointees.
4. The same schedule of compensation can be made to apply with equity.

Advancement in the salary rate of an employee from one step to the next step is made on the first day of the pay period in which the employee's anniversary date falls, following the employee's completion of a year of continuous service in that class. Salary advancement only occurs upon approval of either the Civil Service Commission for employees in classified service, or by the Board of Supervisors for employees in unclassified service.

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<sup>1</sup> Unclassified service: elected officers, appointive boards and commissions, law library trustees, civil service commission, volunteers, interns, chief probation officer, department heads other than the personnel director, all classifications approved by ordinance, etc. Classified Service equate to all positions that are not in unclassified service.

Group	FY 2010-11 Approved Merit Increases	FY 2011-12 Approved and Potential Merit Increases
Placer Public Employee Organization (PPEO)	455	300
Placer County Deputy Sheriff's Association (DSA)	46	43
Confidential Employees	12	4
Management Classified Service	0	52
Management Unclassified Service	0	17
Other (contracts, aides, etc)	0	6

It is the department's responsibility to submit requests for step increases, accompanied by performance reports *prior* to the employee's anniversary date. Employees' may be considered eligible for increases in salary according to the following plan:

1. The numbers 1, 2, 3, 4 and 5, respectively denote the various steps in the salary grade.
2. Step 1 will normally be paid upon initial employment, for a period of six months' continuous full-time service.
3. Step 2 will normally be paid upon satisfactory completion of the six months' continuous, full-time service.
4. Employees will be considered for increase to Step 3 at the satisfactory completion of one year's continuous full-time service in Step 2.
5. Employees will be considered for increase to Step 4 at the satisfactory completion of one year's continuous full-time service in Step 3.
6. Employees will be considered for increase to Step 5 at the satisfactory completion of one year's continuous full-time service in Step 4.

Note: One year is the equivalent of 2,080 paid hours (exclusive of overtime).

**No advance in pay is automatic but is made solely based on the employee's service, with the department head's recommendation, and final approval by the Civil Service Commission or the Board of Supervisors as appropriate.** Employee pay increases shall be withheld in cases of inferior work, lack of application, or indifferent attitude.

**SUSPENSION OF SALARY STEP / MERIT INCREASES**

As a result of the financial crisis that faced the state and the county, merit increase provisions for all unclassified employees and classified management employees were suspended by the Board from July 1, 2010 through June 30, 2011. During the period of suspension, no appointing authority recommended step increases for these employees, nor did the employee gain eligibility or time toward a step increase. Paid hours earned from July 1, 2010 to June 30, 2011 did not count toward eligibility for a Step increase.

**FISCAL IMPACT**

This item was prepared in response to Board member questions during the December 13, 2011 meeting and is an information item only. There is no fiscal impact to the county for the Board to receive this report.