MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, Interim Personnel Director
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: Incentive Pay for Employees Who Obtain Required Certifications Tied to Certain Classifications
Resolution No. 02-66

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on February 26, 2002

ACTION AND VOTE:

Approve Incentive Pay for Employees Who Obtain Required Certifications Tied to Certain Classifications (Personnel)

BOARD ACTION: Discussion was held with Jeff Green, Interim Personnel Officer.

Debra Rockwood, SEIU Field Representative, stated she feels many classifications were discussed during negotiations, and it was the Union's understanding that the County would establish a list of eligible certificates by contacting the department heads, and that a discussion would be held as to which certificates warranted this benefit. She also stated that she feels it was never discussed that a combination of certificates would be required to receive the incentive pay. She stated she would like to see the process continued for consideration of other positions.

Discussion was held, and it was noted that some classifications have mandatory certificate requirements. Jim Petropulos, Public Works Director, responded to questions from the Board relative to positions that would be affected within the department. Supervisor Parker asked if the incentive pay would be discontinued if an employee no longer performs the function requiring a certificate. Jeff Green advised that they are willing to discuss other positions. (M)Parker, (S)Balmain, Res. 02-66 was adopted approving the recommended action/Ayes: Reilly, Balmain, Stewart, Parker; Excused: Pickard.

cc: Ken Hawkins, Auditor
    Jim Petropulos, Public Works Director
    File
DEPARTMENT: Personnel  
By: Jeffrey G. Green  
PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Approve incentive pay for employees who obtain required certifications tied to certain classifications. Those classifications that this applies to along with their respective certifications are outlined below:

- **Maintenance Foreman**
  1. Grade I Wastewater Treatment Plant Operator
  2. Grade I Water Treatment Plant Operator
  3. Qualified Applicator’s Certification for herbicides and pesticides

- **Senior Maintenance Worker-Facilities**
  1. Grade I Wastewater Treatment Plant Operator Certificate
  2. Grade I Water Treatment Plant Operator Certificate
  3. Qualified Applicator’s Certification for herbicides and pesticides

- **Maintenance Worker II-Facilities**
  1. Grade I Wastewater Treatment Plant Operator Certificate
  2. Grade I Water Treatment Plant Operator Certificate
  3. Qualified Applicator’s Certification for herbicides and pesticides

The employee will be required to obtain all certificates for their particular class in order to qualify for the incentive pay. Pre-approval by the department head is required before an employee works towards the incentive pay effort.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

With the approval of SEIU’s Memorandum of Understanding, the Board agreed to implement an incentive pay program to compensate employees who obtain required certificates relative to their job classification. The incentive pay will be a flat dollar amount equivalent to 10% of the top step of the employee’s current classification as of January 1, 2002. The certificate pay for qualified employees will be effective November 1, 2001.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

- Approve this action as proposed.
- Amend this action to include other classifications as the Board desires and adopt.

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**COSTS:**  ( ) Not Applicable

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>A. Budgeted current FY</td>
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<td>B. Total anticipated costs</td>
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<tr>
<td>C. Required additional funding</td>
<td>$</td>
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<td>D. Internal transfers</td>
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**SOURCE:**  ( ) 4/5ths Vote Required

<table>
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<th>Description</th>
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<tr>
<td>A. Unanticipated revenues</td>
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<tr>
<td>B. Reserve for contingencies</td>
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<td>C. Source description:</td>
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Balance in Reserve for Contingencies, if approved: $
CLERK'S USE ONLY:
Res. No.: 82-66
Ord. No.: 
Vote - Ayes: 44
Noes: 
Absent: 
Abstained: 
( ) Approved ( ) Denied
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: 

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: 
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

( ) Recommended
( ) Not Recommended
( ) For Policy Determination
( ) Submitted with Comment
( ) Returned for Further Action

Comment: ______________________________

A.O. Initials: ________________________

Action Form Revised 5/92