ORDINANCE NO. 336

The Board of Supervisors of the County of Mariposa, State of California, do ordain as follows:

SECTION 1. This Ordinance shall be known as the "Mariposa County Classification Ordinance".

SECTION 2. The positions of elective officers, deputies, assistants and employees heretofore by Ordinance created are hereby reaffirmed and are allocated to the classification hereby established.

SECTION 3. Definition of terms. The words and terms defined in this section shall be the following meanings in this Ordinance and in any other Ordinance classifying or authorizing the employment of personnel in any department or office of Mariposa County:

(a) "County Service" means all positions in all departments and offices that are subject to control and regulation by the Board of Supervisors of Mariposa County,

(b) "Exempt Service" means the positions of such appontive officials, deputies and other employees as are specifically designated by the Board of Supervisors to be exempt from the classification plan.

(c) "Classified Service" means all positions other than those stated to be exempt.

(d) "Employee" means any person legally occupying an appontive or elective position in County Service for compensation.

(e) "Compensation" means the salary, wage, fees, and other forms of valuable consideration paid to any employee by reason of service in any position, but does not include any allowances authorized and paid as reimbursement for additional expenses or mileage payments.

(f) "Continuous Service" means employment in the County Service without break or interruption except that neither military
leave, nor leaves of absence on account of illness, whether with
or without pay shall be construed as a break in continuity of
service. Other absences in excess of 90 days in any period of 12
consecutive months including layoffs for lack of work or funds, or
the abolition of position, shall be a break of "Continuous
Service". Elective officials are not limited by this definition.

SECTION 4. Exempt Service. Persons under contract or
serving by special agreement are exempt from this Ordinance unless
specifically included by Board order.

SECTION 5. Classification of Positions. All positions
established in the County Service shall be classified by the Board
of Supervisors to effect as nearly as possible an equality of
compensation for the equal duties, qualification and responsibility.

SECTION 6. Amendments to and Maintenance of Classification
Plan. Whenever one or more new positions are to be established,
or when, for any reason, there is a substantial change in the
duties or responsibilities of any existing positions, the classi-
cfications as set forth in this Ordinance shall be amended or re-
vised in the following manner:

Whenever any county officer or head of any county department
deems that there is a need for such amendment or revision, he
shall report in writing to the Board of Supervisors setting forth
the facts of the situation.

The Board of Supervisors shall consider the report and if the
Board finds sufficient reason to do so it may by resolution, Board
order, or further ordinance amend or revise this Ordinance.

SECTION 7. When, pursuant to this Ordinance, a person is
hired, or an employee's classification is changed, such fact shall
be reported for salary purposes to the County Auditor on forms to
be supplied by the Auditor. Such change shall not become effective
until report has been made on such forms.

SECTION 8. The schedule of salaries for department heads
and employees shall be as established by Board order.

SECTION 9. Vacation and Sick Leave.

(a) Employees shall be entitled to 15 working days vacation annually with pay. Employees who have completed 15 years in County employment shall be entitled to 20 working days vacation annually with pay.

Not more than 30 days vacation shall be accumulated without the approval of the Board of Supervisors. Accumulated vacation may be taken between anniversary dates with the approval of the department head.

(b) Employees shall be entitled to cumulative sick leave with pay at the rate of 1 1/4 (one and one-fourth) days per month, with a maximum accumulation of 60 days sick leave. Each department head shall have the right to require a doctor's certificate showing that any employee under his jurisdiction is unable to perform the duties of his employment by reason of illness. In the event that said certificate is not provided within three days from date of demand, then said department head shall report the fact of his demand for said certificate and the failure to give said certificate to the County Auditor, and the employee concerned shall not be entitled to receive compensation herein provided until such time as he shall provide proof satisfactory to the department head of his right to receive compensation for sick leave.

SECTION 10. Temporary Employment. The Board may, as it deems necessary, authorize the hiring of any temporary help at a compensation to be stated at the time of authorization by the Board.

SECTION 11. Special Qualification. When, by reason of special qualification, a person entering county service should enter at a higher than initial step, the Board may so authorize by minute order the placement of the new employee in the appropriate step.
SECTION 12. Applicable Salary Rates Following Promotion, Demotion, or Transfer. In case of the promotion of any employee in the County Service to a position in the classified service, such employee, upon promotion from one class to a higher class, shall be entitled to receive in the position to which he is promoted the rate of compensation in the first step of the class to which he has been promoted; provided, however, that in those cases where the salary range overlaps, the employee shall receive the next higher step in the range of the new class, and such person shall assume and thereafter retain the anniversary date of his new appointment, provided that in the event any employee in the service of the county is promoted who immediately prior to promotion was receiving compensation in his position at a rate higher than the maximum for the class to which he is promoted, such promotion shall not operate to reduce the rate of compensation for such persons, but such compensation shall not be increased thereby. In the case of demotion of any employee in the County Service to a lower class of position, such employee shall be entitled to retain the salary step in the lower range corresponding to that which he was receiving in the higher class before such demotion; in such cases, the employee shall retain his original anniversary date. In the case of the transfer of any employee from one position to another in the same class, or to another class to which the same salary range is applicable, the employee shall remain at the same salary rate and shall retain his original anniversary date.

SECTION 13. Cumulation of Service in One Class of Position. Wherever an employee accepts work under a different class of position or in exempt series in the County Service, the character and nature of which work is similar and the responsibilities are equal or superior to the work such employee has been performing, and later returns to his former position, his term of employment
under such different class of position shall apply on and be added
to his term of service in the former class upon his return to
same, provided his employment in the County Service has been
continuous from the date on which the employee accepts work in
such different class.

SECTION 14. Fees. The following County and District Officers are hereby authorized to retain for their own personal use
fees as follows:

(a) Coroner - All fees allowed by law.
(b) Public Administrator - All fees allowed by law.
(c) Sheriff - All fees for the service of papers in Civil
cases; all mileage for service of papers issued by Courts outside
this County.
(d) Constables - All mileage and fees for the service of
papers issued by any Court in Civil cases; mileage for every mile
actually traveled in making arrests and in taking persons from
the place of arrest to Court or the County Jail; $8.00 for summon-
ing a jury for the trial of a criminal case.

SECTION 15. Mileage. Where any officer or employee of the
County of Mariposa is obliged in the discharge of his duties to
travel within or without the County of Mariposa, unless a specific
allowance for such travel and incidental expenses is specifically
provided, he shall receive the sum of 12¢ per mile for each mile
taveled on trips except the Constable shall receive 13¢ per mile
each way traveled in the discharge of his official duties in full
for the use of his own vehicle used in such travel or for the use
of a vehicle hired or rented and used in the discharge of his
official duties. If such travel be by any public conveyance, he
shall be allowed the actual cost of transportation. Where a motor
vehicle is supplied by the County and the cost of operation and
upkeep thereof paid by the County, no allowance for mileage shall
be paid to or received by any officer or employee but only the
SECTION 16. Officers and employees shall be reimbursed for the cost of meals while on County business outside of the County.

SECTION 17. County Ordinance No. 174 together with all amendments thereof in conflict herewith, are hereby repealed.

SECTION 18. If any part of this ordinance shall for any reason be held invalid then such invalidity shall not alter or change the remaining portions hereof and the same shall be effective as though separately enacted.

SECTION 19. This Ordinance shall become effective on July 1, 1971.

PASSED AND ADOPTED by the Board of Supervisors of the County of Mariposa this 20 day of April, 1971, by the following vote:

AYES: Davis, Hurlbert, Long, Moffitt, Richardson

NOES: None

NOT VOTING: None

ABSENT: None

Frank L. Long, Jr., Chairman of the Board of Supervisors of the County of Mariposa, State of California

ATTEST:

Gabrielle Wilson, County Clerk and Ex-Officio Clerk of the Board of Supervisors

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