

MARIPOSA COUNTY RESOLUTION NO. 87-301

BE IT HEREBY RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that the Board of Supervisors hereby approves revisions to the Mariposa County Personnel Policies and Procedures Handbook marked Exhibit A through G, as attached hereto and incorporated herein, relative to the following sections of the Handbook:

- Exhibit A: Section 2.25 - Grievance defined.
- Exhibit B: Section 5.01 - Cost-of-Living Adjustment
- Exhibit C: Section 5.13(1) - Health Insurance
- Exhibit D: Section 8.03(1) - Fair Labor Standards Act
Overtime
- Exhibit E: Section 8.05.01 - Annual Leave
- Exhibit F: Section 10.02.01 - Mileage Reimbursement Rate
Section 10.02.02 - Out-of-County Meals
- Exhibit G: Section 10.02.05 - Travel Expense Advance

PASSED AND ADOPTED by the Mariposa County Board of Supervisors this 21st day of July, 1987, by the following vote:

AYES: Radanovich, Erickson, Taber, Baggett, Dalton
NOES: None
ABSENT: None
ABSTAINED: None



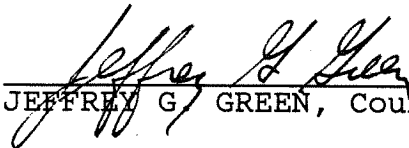
LEROY RADANOVICH, Chairman
Board of Supervisors

ATTEST:



MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



JEFFREY G. GREEN, County Counsel

the County of Mariposa.

2.23 Examination: A test or group of tests administered to determine employment eligibility.

2.24 Extra Help Appointment: Any periodic appointment of less than thirty (30) days to fill a position which is not an appointment to a permanently allocated position, and is set out in the salary resolution as an hourly personnel position. The holder of such a position does not attain permanent status, nor have such benefits as retirement, medical, dental, or life insurance, nor does this employee receive annual or sick leave or benefit of holidays as set out in Section 9, of this Handbook.

2.25 Grievance: A grievance is a claim by one or more specifically named employees covered by the provisions of this Personnel Policies and Procedures Handbook that there has been a violation, misinterpretation, or misapplication of a specific written provision of this Handbook which personally and adversely affects the grieving employee(s).

2.26 Illness Leave: Leave for illness or injury beyond that covered by paid sick leave including workers compensation cases.

2.27 Immediate Family: An employee's spouse, natural child, adopted child, or child for whom said employee is legal guardian, where said spouse or child is a permanent resident of said employee's residence.

2.28 Lay-off: Termination of employee in a class of position without prejudice and without fault on the employee's part because of changes of duty or organization, lack of work, lack of funds, or return of another employee from leave of absence.

2.29 Leave: Authorization to be absent from duty which gives an employee the right to return to his position at the expiration of the period.

2.30 Management Employee: An employee who is engaged in developing, implementing, or recommending policy, including but not limited to: 1) Members of the Board of Supervisors, County Officers, and their immediate designated alternates, including the Clerk of the Board; 2) Department heads and their designated alternates; 3) Staff aides who recommend or otherwise significantly affect County or departmental policy; and 4) Employees who, in the opinion of the Board of Supervisors, could become involved in employer-employee relations and bargaining in a manner not compatible with standard labor relations procedures.

2.31 Merit Advancement: A salary increase within the limits of the pay range established for a class.

5. COMPENSATION

5.01 Cost-of-Living Adjustment: The County shall annually negotiate a cost-of-living salary adjustment; said negotiations shall be based on the average wage rate for each employee classification using the following counties' wage rates: Amador, Calaveras, Mono, Trinity and Tuolumne.

The County shall annually negotiate the cost-of-living salary adjustment with the employees represented by the Mariposa County Deputy Sheriffs' Association; said negotiations shall be based on the San Francisco/Oakland/Bay Area cost price index.

5.02 Application of Rates: An employee shall be paid a salary within the monthly range, or rate or equivalent hourly rate, established for the class of position to which the employee has been appointed, as provided in the salary resolution.

5.03 Salary Payment Procedure:

5.03.01 Schedule of Payments: Employees shall be paid on a schedule of dates approved by the Board.

5.03.02 Certification: Each Department head or designee shall three (3) days prior to the end of each month, certify that each employee has performed the number of days of work shown on the payroll. The Auditor shall not issue a payroll warrant unless it is authorized by the Department head and signed by the employee. All hourly payroll must be delivered to the Auditor's office five (5) days prior to the end of each month.

5.03.03 Separation: When an employee leaves County service for any reason, the Department head must immediately prepare a special payroll, certify it as provided in this Section, and submit it to the Auditor who shall issue a warrant on the last working day of the month of separation.

5.04 Compensation for New Employee: A new employee shall normally be employed at the first step of the applicable salary range, provided that, at the request of the Department head if it is shown that the person has unusual abilities and/or experience or that it is unusually difficult to fill the position at the first step, the Board may authorize the employment at a higher step. In the event employment at other than the first step is authorized by reason of unusual difficulty in hiring at the first step, all other employees in that department in that classification and serving at a lower step than the step authorized by the Board for the new employee shall be automatically advanced to the authorized step. (See Exhibit "B").

In the event an employee is appealing a termination, the Department head must have Board approval before filling that position on a permanent basis.

5.11 Board of Supervisors Authority to Specify Salary: Notwithstanding anything in these rules to the contrary, the Board may specify that a newly promoted, demoted, or transferred employee of a particular position shall occupy a step on the salary range for that class either higher or lower than that provided elsewhere in these policies/procedures. Action based on this Section shall be taken only under unusual circumstances where such action is important to a successful operation of a Department of the County government.

5.12 Stand-by Compensation: Any County employee required to be on stand-by on an on-call basis for any emergencies shall be paid one dollar (\$1.00) per hour. The stand-by compensation shall be paid on the regular payroll issued on the last working day of each month, upon submission of the stand-by hours incurred on a form prescribed by the Auditor/Recorder (see Exhibit "C" attached hereto) approved by the Department head. All hourly payroll must be delivered to the Auditor's office five (5) days prior to the end of each month.

5.13 Employee Benefits: At the time of appointment to a full time position each employee is entitled to certain benefits, which include health insurance, life insurance, dental insurance, retirement and deferred compensation program. All information is available at the Auditor's office.

1. Health Insurance: If the County's carrier offers more than one health insurance program, then each employee shall have the option to select from the offered programs the one of his/her choice. The County will contribute toward the employee's premium the sum of one hundred one and 30/100 dollars (\$101.30) per month. Any amount over one hundred one and 30/100 dollars (\$101.30) and any dependent coverage is the responsibility of the employee. Health insurance is effective the 1st of the month following employment.

2. Life Insurance: The County provides, at County expense, life insurance for each employee, not to exceed \$5,000. Higher coverage amounts and dependent coverage are available but the cost of such is the responsibility of the employee. Life insurance is effective the 1st of the month following employment.

3. Dental Insurance: Dental insurance is available to each employee and their dependents with the County contributing \$15 to the policy. Any premium amount above this and any dependent coverage are the responsibility of the employee. Dental insurance is effective the 7th month after employment.

8. ATTENDANCE AND LEAVES

8.01 County Offices: All County Offices are to be open Monday through Friday, 8 a.m. to 5 p.m., unless there is a National, State, or local holiday that allows closure of County Offices, or unless otherwise approved by the Board.

8.02 Working Hours: County employees are to work forty (40) hours per week, unless the job classification and/or the Department head requires otherwise. Hours worked in excess of forty (40) hours per week shall be considered overtime.

8.03 Overtime:

1. Fair Labor Standards Act Overtime: When an employee earns overtime which is compensable under the provisions of the Fair Labor Standards Act (FLSA), the employee shall be paid for that overtime pursuant to applicable provisions of the FLSA, or shall be entitled to compensatory time off at the rate of time and one-half, at election of employee. (See Exhibit "J"). That election is final and cannot be changed. Employees, with the exception of sworn peace officers, accruing compensatory time must take that time off within 45 days of the end of the month in which the time was accrued or the time will be paid at the time of payment of the next payroll.

2. Non-Fair Labor Standards Act Overtime: When an employee earns overtime which is not compensable under the provision of the FLSA, the employee shall be paid at the rate of time and one-half for each hour, or segment thereof, earned, or by allowing the employee to take comp time off at the rate of time and one-half for each hour, or segment thereof earned. The employee's Department head or supervisor shall determine whether the employee is to be paid or is to take comp time.

8.04 Notification of Illness: Employees who are ill and/or not able to work shall notify the appropriate Department head.

8.05 Leaves: Leave provisions exist for the convenience of employees who must, or wish to, absent themselves from work for various reasons.

Employees who are absent from work must be on either an approved leave, sick leave, annual leave, or compulsory leave. Other absences are treated as absences without leave and are subject to disciplinary action as explained elsewhere in these policies/procedures.

8.05.01 Annual Leave: Employees shall be entitled to fifteen (15) working days vacation annually with pay. Employees shall earn vacation at the rate of one and one-quarter (1 1/4) days per month and shall be entitled to take only that vacation

time which has been earned.

Employees who have completed fifteen (15) uninterrupted years in County employment shall be entitled to one hundred sixty (160) hours vacation annually with pay. Employees may accumulate up to two hundred forty (240) hours without approval of the Board. With the approval of the Board and upon request in writing to the Department head, the Board may allow an employee to accumulate up to a maximum of three hundred sixty (360) hours. Employees requesting permission from the Board to accumulate more than two hundred forty (240) hours of vacation must make that request prior to accumulating two hundred forty (240) hours. Accumulated vacation may be taken between anniversary dates with the approval of the Department head. No employee may take more than two hundred forty (240) hours vacation without the approval of the Board and recommendation of the Department head.

8.05.02 Sick Leave: Employees shall be entitled to cumulative sick leave with pay at the rate of ten (10) hours per month with a maximum accumulation of nine hundred sixty (960) hours of sick leave. Department heads shall permit sick leave earned to be used for medical and dental office calls when it is necessary for the employee to be absent during working hours for this purpose. Each Department head shall have the right to require a doctor's certificate showing that any employee under his/her jurisdiction is unable to perform the duties of employment by reason of illness. In the event that said certificate is not provided within three (3) days from the date of demand, said Department head shall report the fact of the demand for said certificate to the Auditor; the employee concerned shall not be entitled to receive compensation herein provided until such time as satisfactory proof is provided to the Department head of the right to receive compensation for sick leave.

8.05.02.01 Personal Necessity Leave: Employees shall be entitled to use six (6) days of paid sick leave allotment per year in case of personal necessity. Personal necessity leave shall be limited to circumstances that are serious in nature and that the employee cannot reasonably be expected to disregard, that necessitate immediate attention, and that cannot be taken care of after work hours or weekends. The requested leave must be approved by the Department head in advance of the absence.

8.05.02.02 Payment of Accumulated Sick Leave: The County shall pay the accumulated sick leave of an employee upon service retirement (excluding deferred retirement), disability retirement, or death as follows:

1. After five (5) years of continuous service, twenty-five percent (25%) of his/her accumulated sick leave

10. TRAVEL POLICY10.01 In-County Travel

10.01.01 Mileage Reimbursement Rate: Employees who use their own vehicles for in-County business shall be reimbursed at the rate of twenty-five (25) cents per mile from point of origin approved by the Department Head. (See Exhibit "C").

10.01.02 Meals: If because of County business an employee other than an elected official or Department head, provides a meal for another person, the employee may be reimbursed for actual and necessary guest expenses not to exceed twenty-five dollars (\$25.00) per day. All expenses are to be approved by the Department head and accompanied by receipts, acceptable to the Auditor.

10.02 Out-of-County Travel:

10.02.01 Mileage Reimbursement Rate: The County shall adopt an official mileage map and chart to standardize mileage payments to frequently traveled locations. Employees who use their own vehicles for out of County travel shall be reimbursed at twenty-five (25) cents per mile according to the mileage chart and map adopted. The Courthouse shall be considered the origin of all out of County travel for the purpose of mileage computation. Locations not listed on the mileage chart shall have their actual mileage from the Courthouse computed from the adopted mileage map.

10.02.02 Out-of-County Meals: Employees other than elected officials and Department heads who because of County business are required to eat away from home shall be reimbursed as set out below. An employee who leaves the County during a fixed run or a regular schedule will not be allowed to receive a meal allowance. If because of County business an employee is required to stay out of County overnight, that employee is entitled to a meal allowance of \$25.00 per day. An employee traveling out of County on County business which does not require overnight lodging shall be allowed \$12.50 per day meal allowance unless receipts are provided by and approved by the department head to a maximum of \$25.00 per day.

10.02.03 Lodging: Lodging expenses shall be actual and necessary. Lodging receipts must accompany any claim for reimbursement prior to Department head approval.

10.02.04 Banquet Expenses: All meal reimbursement excludes banquet expenses which shall be reimbursed at actual and necessary costs.

10.02.05 Travel Expense Advance: A travel expense advance of one hundred percent (100%) of estimated expenses for meals, lodging, registration, and transportation for out-of-County travel shall be advanced to any County employee, upon request of the employee and approval of the Department head, on a form prescribed by the Auditor/Recorder (see Exhibit "C"), if sufficient funds exist in the travel budget of the Department involved in the request. At the time the request is submitted to the Auditor, a copy of the registration form for the meeting, shall be attached to the advance request, and a copy of any pre-registration forms for lodging and meals shall be attached to the advance request if such information is available. In the event the advance is not used because the employee failed to attend the particular event for which the expenses would have been incurred, the employee shall reimburse the County prior to any subsequent claims being approved by the County. Travel advances shall be reconciled by the employee with the Auditor's office prior to any subsequent claims being approved by the County. If the advance reconciliation leaves a difference of \$3.00 or less, reimbursement by the employee or payment by the County is not required.

10.03 Elected officials and Department heads: If, because of county business, an elected official or Department head or his or her designated representative provides a meal or meals for himself or another person or persons, the elected official or Department head may be reimbursed for actual and necessary expenses. All claims for meals shall be accompanied by receipts or facsimiles thereof and the claims shall be signed under penalty of perjury.

10.04 Non-Reimbursable Items: The following items are non-reimbursable:

10.04.01 Tips.

10.04.02 Expenditures for alcoholic beverages.