MARIPosa COUNTY RESOLUTION NO. 81-185

RESOLVED by the Board of Supervisors, Mariposa County, that the following sections of the Mariposa County Personnel, Policies and Procedures Handbook are hereby amended/add to read in their entirety as follows:

SECTION 2: DEFINITIONS

2.11A Coffee Breaks: Coffee breaks will be for a period of ten minutes, twice per day; however, in cases of unusual workloads, coffee breaks will be at the discretion of the Department Head.

SECTION 6: APPLICATION; QUALIFICATIONS; CERTIFICATION; APPOINTMENT

6.01 RECRUITMENT

All requests for employee reclassifications, salary adjustments, or new positions, will be made directly to the Board of Supervisors by the Department Head. The Department head shall be responsible for the recruitment of persons who are to be considered for employment. The Department Head shall make use of announcement, advertising, and any other method of publicizing employment opportunities so that the greatest possible number of applicants may be recruited.

6.03 QUALIFICATIONS

The Department Head will be responsible for screening and hiring of his own employees, unless the Department Head requests the aid of the Committee. In determining an applicant's qualifications, any or all of the following requirements shall apply:

1. Satisfactory evidence of certification, registration,
license or education attainment where such requirement is stated in a job specification.

2. Satisfactory evidence of compliance with experience requirements as set forth in a job specification.

3. Satisfactory evidence of an applicant's character, integrity, and success in previous employment.

4. Successful passage of a written, performance, or oral examination, or a combination of two or more of such examinations, designed to test applicant's knowledge, skills, and personal attributes. Such testing shall be performed by the Department Head with State-approved tests. Tests shall be given on a 70 percent pass/fail basis.

5. The applicant has been qualified by the Welfare Merit System of the State of California.

SECTION 7: STATUS OF EMPLOYEES; PERFORMANCE; PROMOTION; SEPARATION

7.02 STATUS OF NEW EMPLOYEES

A new employee shall be on probation during the first six months of employment with the exception of law enforcement personnel employed in the Sheriff's Office and the Probation Department, in which case the probationary period shall be one year from the date of employment. During this probation period, the Department Head shall observe the employee's ability to do work assigned. If at the end of the probation period the Department Head believes the employee is doing the work satisfactorily, the Department Head shall so inform the employee and the Personnel Committee. The employee shall then have permanent status, which shall occur at the end of six months of employment,
with the exception of the Sheriff's Office which is one year.

The status of Welfare Department employees shall be that which is provided for by these policies/procedures or by the rules of the Welfare Merit System of the State of California.

When a CETA employee's service is terminated by appointment to a permanent position in the same job classification, CETA service may be included toward completion of the probationary period and sick leave credit upon written recommendation of the department head to the Personnel Committee and approval of the Board of Supervisors. The CETA service must be continuous part-time or full-time service without break or interruption except for holidays and authorized absences.

7.05 PERFORMANCE

Anniversary date for performance evaluations will be the date which the employee is hired. Thirty days before an employee's first anniversary date and annually thereafter said employee's department head shall complete a performance evaluation for the employee on the Personal Evaluation Form (see Exhibit "A"). Such evaluation shall determine whether or not the employee shall receive a merit advance within the salary schedule. The first salary step increase and all subsequent increases, if merited, will occur on the employee's anniversary date. A copy of the completed Form shall be kept on file by the department head and the original Form sent to the Auditor.
PASSED AND ADOPTED by the Board of Supervisors,
Mariposa County, this 22nd day of September, 1981
by the following vote:

AYES: Barrick, Taber, Dalton, Erickson

NOES: None

NOT VOTING: None

EXCUSED: Moffitt

ERIC J. ERICKSON, Vice-Chairman
Board of Supervisors

ATTEST:

ELLEN BRONSON, County Clerk &
Ex Officio Clerk of the Board

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

RICHARD DENHALTER, County Counsel