MARIPOSA COUNTY RESOLUTION 79-004

A RESOLUTION AMENDING THE "MARIPOSA COUNTY PERSONNEL POLICIES & PROCEDURES HANDBOOK", AS AMENDED BY RESOLUTION 78-176

RESOLVED by the Board of Supervisors of the County of Mariposa, State of California, that:

WHEREAS, the Board of Supervisors of the County of Mariposa adopted a "Personnel Policies & Procedures Handbook" on September 19, 1978, which said Handbook was amended by Resolution 78-176 on October 17, 1978; and

WHEREAS, the Personnel Committee has made various recommendations to the Board of Supervisors in respect to further amendments to said "Mariposa County Personnel Policies & Procedures Handbook"; and

WHEREAS, the Board of Supervisors has studied in Administrative Practices Session such proposed changes;

NOW, THEREFORE, this Board hereby determines and orders that said "Personnel Policies & Procedures Handbook" be amended as follows:

1. Section 5.13, Overtime, as adopted, is hereby deleted, and the following new language inserted:

   5.13 OVERTIME

   With the exception of the Road Department and Sheriff's Department, overtime may be worked only when approved by the department head. Prior approval of the department head must be obtained unless an emergency exists that requires immediate time worked, in which case the approval of the department head shall be obtained as soon thereafter as possible. An emergency shall exist when (a) work is required to correct a condition that is threatening or affecting the peace, health, or safety of the general public, or (b) work is required beyond the regular working hours to meet deadlines established by law. Payment of overtime shall be made with Board approval and shall be at the rate of time and a half.
Compensatory time off may be granted by the department head for overtime worked when agreed to by both the employee and the department head. Compensatory time shall be taken within each fiscal year period in which it is earned. If accrued compensatory time is not taken within the fiscal year period, it shall be paid for prior to the conclusion of said fiscal year. If the department head determines that the overtime has accrued because of an emergency circumstance, then the employee would be entitled to pay or compensatory time off at the rate of time and a half.

No department head may employ a person from outside the service of the County or from outside the department as a substitute for a permanent employee who is on leave of absence with pay on account of overtime service; nor shall any department head assign or transfer any person within the department as a substitute for any person who is on leave of absence with pay on account of overtime service where such person assigned or transferred receives an increase in pay as a result of such assignment or transfer, it being the intent of this provision that where persons are allowed time off with pay for overtime service, the department must perform the work of such absentee without additional cost or expense.

An employee shall be paid for compensatory time accrued but not taken at the time of the employee's separation from County service. (AMENDED, 09/26/78 and 01/09/79)

2. Section 8.03.01, as adopted, is hereby deleted, and the following new language inserted:

8.03.01

Accumulated compensatory time will be reported to the Auditor at the end of each month by the department head. An employee may accumulate compensatory time in an amount not to exceed two hundred (200) hours for each fiscal year. If not used within that fiscal year, the employee shall be paid for the accumulated compensatory time at the end of each fiscal year. An employee shall be paid for compensatory time accrued but not taken at the time of the employee's separation from County service, not to exceed two hundred (200) hours. (AMENDED, 09/26/78 and 01/09/79)

3. Section 8.03.03, as adopted, is hereby deleted, and the following new language inserted:

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8.03.03

Employees shall be granted a minimum one and one-half hours of compensatory time on all unplanned after-hours call-backs requiring the employee to leave home and return to the office or place of duty. (AMENDED, 01/09/79)

4. Section 11.01.02, Security, as adopted, is hereby deleted, and the following new language inserted:

Personnel records contain private and confidential documents pertaining to the employment status and background of individual employees. These records, therefore, may be reviewed only upon authorization by the Board of Supervisors. Insofar as may be known to them, they will take into account the potential impact access will have on both the employee and the County in granting access to these documents. Employees may review their own personnel files at times specified by the Personnel Committee. Employees may respond in writing to the contents of their personnel files. Such responses become a permanent part of their files.

5. Section 8.05.02.01, Necessity Leave, as adopted, is hereby deleted, and the following new language inserted:

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. (AMENDED, 01/09/79)

PASSED AND ADOPTED by the Board of Supervisors of the County of Mariposa this 9th day of January, 1979, by the following vote:

AYES: Clark, Dalton, Erickson, Weber, Owings.
NOES: None.
NOT VOTING: None.
ABSENT: None.

CARROLL N. CLARK, CHAIRMAN
BOARD OF SUPERVISORS

ATTEST:
ELLEN BRONSON, COUNTY CLERK & EX OFFICIO CLERK OF THE BOARD

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