MARIPOSA COUNTY RESOLUTION 79-98

A RESOLUTION AMENDING THE
"MARIPOSA COUNTY PERSONNEL POLICIES & PROCEDURES HANDBOOK"
AS AMENDED BY RESOLUTIONS 78-176, 79-004, 79-044, 79-045, AND
79-072

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 has been amended by
Resolutions 78-176, 79-004, 79-044, 79-045, and 79-072; and

WHEREAS, a Memorandum of Understanding between the
County of Mariposa and the Mariposa County Public Employees
Association has been enacted for the 1979/80 fiscal year contain-
ing provisions which amend the Personnel Policies & Procedures
Handbook;

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

1. A new section, §5.14, entitled "Stand-By
Compensation" is added to read as follows:

5.14 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 hourly employee payroll issued on the 6th 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.

2. A new section, §5.15, entitled "Retirement
Contributions" is added to read as follows:

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5.15 RETIREMENT CONTRIBUTION

The County of Mariposa shall assume and pay 3.5 percent of each County employee's and all persons' under P.E.R.S. standard contribution to P.E.R.S. in addition to the County's contribution heretofore paid by the County. (This provision was enacted by Resolution 78-189 and was effective January 1, 1979.)

3. Section 7.02, Status of New Employees, is amended by adding the following paragraph thereto:

When a C.E.T.A. employee's service is terminated by appointment to a permanent position in the same job classification, C.E.T.A. 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 C.E.T.A. service must be continuous part-time or full-time service without break or interruption except for holidays and authorized absences.

4. Section 8.05.01, Annual Leave, is amended by adding the following paragraph thereto:

An employee who becomes ill or injured during his/her vacation leave will not be charged vacation leave for the period of illness or injury, provided satisfactory proof in the form of a physician's statement is received by the department head or Auditor/Recorder within three days of the occurrence.

5. A new section, §5.01.01, entitled "Cost-of-Living Adjustment" is added to read as follows:

5.01.01 Cost-of-Living Adjustment

The County shall annually negotiate a cost-of-living salary adjustment; said negotiations shall be based on the San Francisco/Oakland/Bay Area Cost Price Index.

6. Section 8.05.02, Sick Leave, is amended by adding the following sentence thereto after the first sentence of this section:

Upon authorization by the department head, Sick Leave earned may be used for medical and dental office calls when it is necessary for the employee to be absent during working hours for this purpose.

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7. Section 8.05.02.01, Personal Necessity Leave, is amended by adding the following sentence thereto after the first two sentences of this section.

Personal necessity shall include the illness or injury of an immediate family member residing with the employee (husband, wife, or child) which is serious enough to require the employee to be absent from duty to care personally for such person.

8. A new section, §8.05.02.02, entitled "Payment of Accumulated Sick Leave" is added to read as follows:

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 years of continuous service, 25 percent of his/her accumulated sick leave up to a maximum of 240 hours.

2. After ten years or more continuous service, 50 percent of his/her accumulated sick leave up to a maximum of 320 hours.

9. Section 8.05.04, Illness Leave, is amended by deleting the first paragraph thereof and adding the following new paragraph:

This type of leave may be used for any legitimate illness including temporary medical or psychiatric problems and is ordinarily only used when an employee is not eligible for or has exhausted his/her paid sick leave balance. An employee requesting such leave due to illness or disability shall use any accumulated sick leave prior to the requested beginning date of such leave.

10. Section 8.05.12, Leave Procedures, is amended by adding a third paragraph thereto to read as follows:

An employee who is granted a leave of absence without pay in accordance with this Section shall have the option, subject to approval by the Board of Supervisors, to exhaust any accumulated vacation leave or to retain said leave in his/her account.
11. Section 10.01.01, Mileage Reimbursement Rate, is amended to reflect the new rate of 25 cents per mile effective June 1, 1979.

12. Section 10.02.01, Mileage Reimbursement Rate, is amended to reflect the new rate of 25 cents per mile effective June 1, 1979.

13. A new section, §10.02.05, entitled "Travel Expense Advance" is added to read as follows:

10.02.05 Travel Expense Advance

A travel expense advance of 75 percent of estimated expenses for meals, lodging, registration, and transportation for overnight out-of-County travel shall be advanced to any County employee, upon request of the employee on a form prescribed by the Auditor/Recorder (see Exhibit "C" attached hereto) and approval by the Board of Supervisors. 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 within thirty days from the date of the advance. (This provision does not eliminate the requirement for receipts for lodging contained in this Section.)

PASSED AND ADOPTED by the Mariposa County Board of Supervisors this 19th day of June, 1979, by the following vote:

AYES: Dalton, Weber, Erickson, Clark, Owings

NOES: None

NOT VOTING: None

ABSENT: None

EUGENE P. DALTON, Chairman
Board of Supervisors

APPROVED AS TO FORM:

NEIL S. VAN WINKLE
County Counsel/ Administrative
Assistant to the Board
DATED: June 7, 1979

ATTEST:

JOAN LYNK, Clerk of the Board
Exhibit "C"

Demand of

Address

On the Treasurer of MARIPOSA COUNTY State of California

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Expenditures Authorized and Approved

Department Head

STATE OF CALIFORNIA )
COUNTY OF MARIPOSA )

I certify (or declare) under penalty of perjury that the foregoing claim and items as therein set out are true and correct; that no part thereof has been heretofore paid and that the amount is justly due; and that same is presented within one year after the last item has accrued.

DATE__________________ SIGNATURE__________________

ADDRESS__________________

INSTRUCTION TO CLAIMANT:

Claims must be properly itemized, giving name, date, particular services rendered, character of process served and upon who, giving distances traveled, where to and where from, character of work done, number of days engaged, material furnished and quantity, and unit prices paid therefor. Gov't Code Section 29700.

No claims can be audited or allowed UNLESS OR UNTIL THESE REQUIREMENTS HAVE BEEN COMPLIED WITH.