MARIPOSA COUNTY RESOLUTION 78-176

A RESOLUTION AMENDING "MARIPOSA COUNTY PERSONNEL POLICIES AND PROCEDURES HANDBOOK"

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 and Procedures Handbook" on September 19, 1978; and

WHEREAS, Section 5.08, Promotion, as adopted, is inconsistent with the present practice of the County of Mariposa in respect to the promotion of an employee and the previous recommendation of Mariposa County Personnel Consultant Gary Foss; and

WHEREAS, it has been found that an additional subsection concerning "Personal Necessity Leave" should be added to Section 8.05.02, Sick Leave;

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

1. Section 5.08, Promotion, as adopted, is hereby deleted and the following new language inserted:

   When an employee is promoted, i.e., reassigned to a position in a new class with a higher maximum salary than the previous class, the employee's salary should be adjusted to the minimum step of the new range. However, if the minimum of the new range is lower than the employee's existing salary, the employee should be assigned to a step in the new range which is at least four percent above the employee's existing salary.

2. The following new subsection is hereby added to Section 8.05.02, Sick Leave:

   8.05.02.01 Personnel Necessity Leave

   Employees shall be entitled to use six 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.
If possible, the requested leave must be approved by the de-
partment head in advance of the absence. If this is not
possible due to unexpected circumstances, the department head
must be notified by phone immediately. A written notification
form shall be submitted to the department head within ten days
of the absence.

PASSED AND ADOPTED by the Board of Supervisors of Mariposa
County this 17th day of October, 1978, by the following vote:

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

CARROLL N. CLARK, CHAIRMAN
BOARD OF SUPERVISORS

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