

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached amended Policy for Permanent Part-Time Employment. Adoption of this amendment will allow the departments greater flexibility in the management of their staff relative to both workload and availability of funds.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Pursuant to Board direction, Resolution 92-555 adopted the current Mariposa County policy establishing a "permanent part time" category of employment. The policy limited this category of employment to either 60% or 80% of permanent full-time employment (2,080 hours per year). This proposed amendment will expand the policy to permit 10% increments of full-time employment starting with 50% (equivalent to 20 hours per week or 1,040 hours per year). A copy of the current policy is attached as Exhibit A for your reference.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Do not approve this requested amendment and continue to make available only the current 60% and 80% staffing levels.
- Make any additions or deletions to the proposed amended policy as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 96-383 Ord. No. _____

Vote - Ayes: 3 Noes: _____

Absent: *Reilly, Richard* Abstained: _____

Approved: _____ Denied: _____

() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

Comment: _____

A.O. Initials: *MP*

POLICY FOR PERMANENT PART TIME EMPLOYMENT

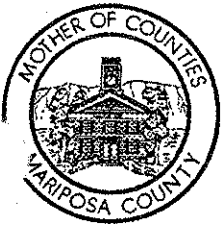
The County of Mariposa has determined that it may be in the interests of the public, the county, and the county's employees to have a new category of county employment. This employment shall be termed "permanent part time" and is distinguished from extra help (under 1,000 hours per year of county employment) in that it receives pro-rata benefits and works at least 1,248 hours per year of county employment. It is distinguished from permanent full time employment in that permanent part time positions shall not be filled 2,080 hours per year, and that only a portion of the county-paid benefits accrue to these types of positions.

Permanent part time positions shall be utilized only in the following situations:

- a. Work required reflects either 1,248 hours (60%) or 1,664 hours (80%) per year on an ongoing basis; no alternative to one of these two standards will be granted.
- b. Work is regularly scheduled throughout the year and not purely seasonal employment.
- c. The cost of the position, including benefits, will not negatively impact the fund in which the position operates.
- d. Permanent part time positions must be approved by the Board of Supervisors on a case by case basis; generally this will happen during the budget process.

Permanent part time positions shall be able to accrue pro-rata benefits as appropriate to the occupied classification and its assigned bargaining unit. All benefits shall be paid pro-rata, including vacation and sick leave, seniority, as well as traditional health, dental and vision premiums. The balance of the cost (the pro-rated portion) shall be paid by the employee through payroll deduction. No options for this deduction have been identified. Salary driven benefits (retirement) shall accrue as in the regular course of business, that is as a proportion of salary.

Anniversary dates shall be an exception to this policy of pro-ration. All anniversary dates shall occur per existing policy on an annual basis.



MARIPOSA COUNTY

Policy for Permanent Part-Time Employment

The County of Mariposa has determined that it is in the interests of the public, the County, and the County's employees to have a new category of County employment. This employment shall be termed "permanent part-time" and is distinguished from extra-help (under 1,000 hours per year of County employment) in that it receives pro rata benefits and works no less than 1,040 hours per year of County employment and less than 2,080 hours per year. It is distinguished from permanent full-time employment in that County-paid benefits accrue on a prorated basis to these types of positions.

Permanent part-time positions shall be utilized only in the following situations:

- a. Work required reflects either 1,040 hours (50%), 1,248 hours (60%), 1,456 hours (70%), 1,664 hours (80%), or 1,872 hours (90%) per year on an ongoing basis; no alternative to any of these standards will be granted.
- b. Work is regularly scheduled throughout the year and is not purely seasonal employment. Safety employees may be scheduled on full rotation shifts rather than on a prorated 40-hour per week schedule.
- c. The cost of the position, including benefits, will not negatively impact the fund in which the position operates.
- d. Permanent part-time positions must be approved by the Board of Supervisors on a case-by-case basis; generally this will happen during the budget process.

Permanent part-time positions shall be able to accrue pro rata benefits as appropriate to the occupied classification and its assigned bargaining unit. All benefits shall be paid pro rata, including vacation, sick leave and seniority, as well as traditional health, dental, vision and life premiums. The balance of the cost (the prorated portion) shall be paid by the employee through payroll deduction. "Employee only" participation in certain benefit programs is mandatory even though the County's contribution will be prorated. However, if proof of insurance is provided, the employee need not enroll in duplicative health coverage.

Probationary periods, anniversary dates and all required performance evaluations shall be an exception to this policy of proration. All probationary periods, anniversary dates and performance evaluations shall occur in accordance with existing policy, and no proration shall apply to these areas. Step increases shall be granted on annual basis as a proration of the full-time salary range schedule.