

1 MARIPOSA COUNTY RESOLUTION NO. 81-185

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

6 SECTION 2: DEFINITIONS

7 2.11A Coffee Breaks: Coffee breaks will be for a period of  
8 ten minutes, twice per day; however, in cases of unusual work-  
9 loads, coffee breaks will be at the discretion of the  
10 Department Head.

11 SECTION 6: APPLICATION; QUALIFICATIONS; CERTIFICATION;  
12 APPOINTMENT

13 6.01 RECRUITMENT

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

22 6.03 QUALIFICATIONS

23 The Department Head will be responsible for screening and hir-  
24 ing of his own employees, unless the Department Head requests  
25 the aid of the Committee. In determining an applicant's  
26 qualifications, any or all of the following requirements shall  
27 apply:

- 28 1. Satisfactory evidence of certification, registration,

1 license or education attainment where such requirement  
2 is stated in a job specification.

- 3 2. Satisfactory evidence of compliance with experience  
4 requirements as set forth in a job specification.
- 5 3. Satisfactory evidence of an applicant's character,  
6 integrity, and success in previous employment.
- 7 4. Successful passage of a written, performance, or oral  
8 examination, or a combination of two or more of such  
9 examinations, designed to test applicant's knowledge,  
10 skills, and personal attributes. Such testing shall  
11 be performed by the Department Head with State-approved  
12 tests. Tests shall be given on a 70 percent pass/  
13 fail basis.
- 14 5. The applicant has been qualified by the Welfare Merit  
15 System of the State of California.

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

18 7.02 STATUS OF NEW EMPLOYEES

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

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1 with the exception of the Sheriff's Office which is one  
2 year.

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

7 When a CETA employee's service is terminated by appoint-  
8 ment to a permanent position in the same job classification,  
9 CETA service may be included toward completion of the pro-  
10 bationary period and sick leave credit upon written  
11 recommendation of the department head to the Personnel  
12 Committee and approval of the Board of Supervisors. The  
13 CETA service must be continuous part-time or full-time  
14 service without break or interruption except for holidays  
15 and authorized absences.

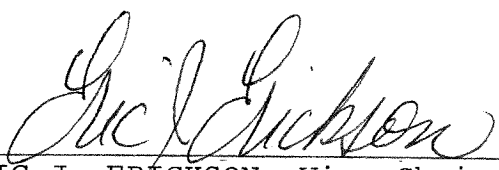
#### 16 7.05 PERFORMANCE

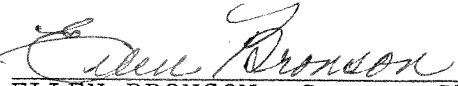
17 Anniversary date for performance evaluations will be the  
18 date which the employee is hired. Thirty days before an  
19 employee's first anniversary date and annually thereafter  
20 said employee's department head shall complete a performance  
21 evaluation for the employee on the Personal Evaluation Form  
22 (see Exhibit "A"). Such evaluation shall determine whether  
23 or not the employee shall receive a merit advance within  
24 the salary schedule. The first salary step increase and  
25 all subsequent increases, if merited, will occur on the  
26 employee's anniversary date. A copy of the completed Form  
27 shall be kept on file by the department head and the  
28 original Form sent to the Auditor.


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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