



Agenda Date: 4/19/2005
Agenda Placement: 9D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Susan Ingalls for Robert Westmeyer - County Counsel
County Counsel
REPORT BY: Susan Ingalls, Paralegal , 259-8152
SUBJECT: Ordinance Amending Sections 2.100.235 and 2.100.340 Relating to Administrative Leaves of
Absence and Salary on Promotion

RECOMMENDATION

First reading and intention to adopt an ordinance amending Sections 2.100.235 and 2.100.340 of the Napa County Code Relating to Administrative Leaves of Absence and Salary on Promotion.

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

EXECUTIVE SUMMARY

The County Executive Officer (CEO) recommends amending Sections 2.100.235 and 2.100.340 of the Napa County Code Relating to Administrative Leaves of Absence and Salary on Promotion. These amendments are intended to streamline the administration of personnel procedures by delegating to the CEO the authority to make decisions concerning extending leave with pay for up to twenty working days and the authority to make promotions above the minimum salary step, as warranted by circumstances.

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it currently budgeted? Yes
Where is it budgeted? Departmental budgets:

Expenses for administrative leave with pay pursuant to section 2.100.235 are expected to be absorbed within each department's annual budget.

For employee promotions to a higher salary range pursuant to section

2.100.340(B), departments will be expected to absorb the costs of the higher salary within their annual budget.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: For section 2.100.235: When a particular employee may have been involved in a matter which requires an investigation and the county's best interest would be served by extending the leave of absence with pay up to an additional twenty work days, it is recommended that department heads have the administrative authority, with written approval from the County Executive Officer, to extend the leave.

For 2.100.340(B): There currently are provisions in the Napa County Policy Manual for new applicants to be employed above the minimum salary step under specified circumstances, such as when an applicant has qualifications in education or experience in excess of those required. Likewise, it may be in the best interest of the County to promote an employee at a higher salary step because of recruitment difficulties, or specialized skills or expertise, or in recognition of past education or experience that exceeds minimum qualifications for the position subject to promotion.

Is the general fund affected? Yes

Future fiscal impact: Departments will be expected to absorb any costs related to leaves with pay or promotions at higher than the usual salary range within their annual budget requests.

Consequences if not approved: For section 2.100.235: Board approval would be required for all leave of absence with pay exceeding five working days.

For 2.100.340(B): The County Executive Officer would not have the authority to make promotional appointments above the minimum salary range allowed by section 2.100.340(A).

Additional Information: None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In order to facilitate the administration of personnel procedures, the County Executive Officer recommends amending Sections 2.100.235 and 2.100.340 of the Napa County Code Relating to Administrative Leaves of Absence and Salary on Promotion.

Section 2.100.235. (Administrative Leaves of Absence) The current section permits the placement of an employee on up to five days paid leave of absence during an investigation of that employee. Any additional leave requires Board approval. Many investigations take longer than five work days to complete. The proposed amendment would allow the County Executive Officer to approve up to twenty additional days of leave with any

further leave subject to Board approval.

Section 2.100.340. (Salary on Promotion) County Policy presently allows new hires to be employed above the minimum salary step under specified circumstances, such as difficulty in recruitment for the position, the new hire has qualifications in excess of minimum employment standards, or the particular position requires special skills or expertise.

This section would allow the County Executive Officer, upon recommendation of the Human Resources Director, to promote an employee above the minimum salary step where the higher salary is deemed appropriate. Upon adoption of this Ordinance, County policy will be amended to consider promotion of an employee at above the minimum salary step under the same circumstances as for external recruitments.

SUPPORTING DOCUMENTS

- A . Tracked Ordinance
- B . Clean Ordinance

CEO Recommendation: Approve
Reviewed By: Andrew Carey