



Agenda Date: 4/26/2005
Agenda Placement: 6Q

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: Second Reading and Adoption of an Ordinance Amending Co. Code Sections 2.100.235 and 2.100.340 relating to Administrative Leaves of Absence and Salary on Promotion and adoption of a Resolution Relating to Personnel Rules for Salary Upon Promotion

RECOMMENDATION

County Counsel requests the following as they relate to Administrative Leaves of Absence and Salary on Promotion:

1. Second reading and adoption of an ordinance amending Sections 2.100.235 and 2.100.340 of the Napa County Code; and
2. Adoption of a resolution to revise Part I, Section 37 of the County Policy Manual.

EXECUTIVE SUMMARY

On April 19, 2005, the ordinance was introduced, title read, the balance of the reading waived and the Board declared its intention to adopt the ordinance on April 26, 2005. The ordinance is now before the Board for formal adoption. The proposed amendments to the ordinance 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. Approval of the recommended action will also implement an amendment to the Napa County Policy Manual, Part I, Section 37, relating to "Employment: Appointment Above Minimum Step."

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

1. On April 19, 2005, the ordinance was introduced, title read, the balance of the reading waived and the Board declared its intention to adopt the ordinance on April 26, 2005. The ordinance is now before the Board for formal adoption. County Counsel recommends adoption of the Ordinance.

2. There are provisions in the Napa County Policy Manual for new hires to be employed above the minimum salary step under specified circumstances. It would be equitable for the County to consider the promotion of a current employee above the minimum salary step based upon the same factors as for a new hire (e.g., because of recruitment difficulties, or specialized skills or expertise, or in recognition of past education or experience that exceeds minimum qualifications for the position). County Counsel recommends adoption of a resolution amending the Napa County Policy Manual, Part I, Section 37, relating to "Employment: Appointment Above Minimum Step."

SUPPORTING DOCUMENTS

- A . Final Ordinance
- B . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey