



## RESOLUTION No. 091-2002

### OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, the Board of Supervisors has previously established and amended a Salary and Benefits Resolution for Unrepresented Employees; and

WHEREAS, in accordance with the El Dorado County Charter Section 210.a(6), the Board of Supervisors shall establish the compensation of officers and employees; and

WHEREAS, clarification of Section 1408, Acting Pay Assignment, and creation of a new section defining Interim Assignments has been requested by the Board of Supervisors; and

WHEREAS, it is necessary to modify Section 603B, Advanced Salary Hiring of Employees, so as not to disadvantage current employees in open recruitments.

THEREFORE BE IT RESOLVED that the Board of Supervisors approve the changes specified below and incorporate such changes into the Salary and Benefits Resolution #323-2001, to become effective the first full payperiod following adoption of the Board of Supervisors.

#### 603. SALARY STEP UPON EMPLOYMENT

##### B) **Advanced Step Hiring Of Employees**

A department head or appointing authority may hire a new employee, or promote an existing employee from a certification list resulting from an open recruitment, at up to the third step of the salary range of the employee's classification. The department head shall only hire at an advanced step if the candidate possesses exceptional skills or qualifications that would be highly beneficial to the County or department, or if due to the difficult nature of the recruitment, few qualified candidates were available and it is necessary to hire at an advanced step in order to obtain a person to fill the vacancy. The department head shall file a written justification of reasons for any advance step hiring with the Department of Human Resources. This salary provision applies to employees hired from a certification list resulting from an open recruitment only, and does not include salary placement resulting from countywide or departmental promotional exams (Section 605), demotions (Section 606) or transfers (Section 607).

When a full-time or part-time Unrepresented Management or Confidential employee is assigned to work in a higher classification for which the compensation is greater than that to which the employee is regularly assigned, and the employee works in such assignment for more than 15 work days, the employee shall receive compensation for such work retroactive to the first day of the assignment at the rate of pay established for the higher classification pursuant to Section 605, Salary On Promotion, of this Resolution, under the following conditions:

- A) The employee is assigned to a program, service or activity established by the Board of Supervisors which is reflected in an authorized position which has been classified and assigned to the Salary Schedule and listed in the County's Authorized Personnel Resolution and such authorized position has become vacant due to the temporary or permanent absence of the position's incumbent. A copy of the department head's written approval of this assignment must be submitted to the Director of Human Resources prior to the start of the assignment.

The nature of the departmental assignment is such that the employee in the lower classification becomes fully responsible for the duties of the position of the higher classification.

- B) Notwithstanding A) above, in an exceptional circumstance when a vacancy does not exist but an employee has been assigned to perform duties which exceed the scope of that employee's classification, and when determined and justified by the Chief Administrative Officer, in his sole discretion, an Unrepresented Management or Confidential employee will be entitled to pay for a higher classification in accordance with the other provisions of this Section 1408.
- C) Employees selected for the assignment will normally be expected to meet the minimum qualifications for the higher classification to which assigned.
- D) In an exceptional circumstance, where it has been determined that an employee must be assigned to perform major job functions which exceed the scope of that employee's classification, and where a higher level classification does not exist which describes the scope of duties to which the employee has been assigned, an Unrepresented Management or Confidential employee will be entitled to a rate of pay equal to 5% above the employee's current base salary while assigned to perform the higher level job functions. Prior approval must be obtained from the Director of Human Resources and Chief Administrative Officer prior to the assignment of the higher level job functions.
- E) Pay for work in a higher classification shall not be utilized as a substitute for regular promotional procedures provided in this agreement.
- F) Higher pay assignments shall not exceed six (6) months except through reauthorization by the Chief Administrative Officer. Any request to extend an Acting assignment beyond one year shall require Board of Supervisors approval.
- G) If approval is granted for pay for work in a higher classification and the assignment is terminated and later reapproved for the same employee within thirty (30) days, no additional waiting period will be required.

- H) Allowable overtime pay, shift differentials, and/or work location differentials will be paid on the basis of the rate of pay for the higher class.
- I) An employee assigned to perform duties which entitle the employee to receive Acting pay under this section shall continue to receive the benefits applicable to the employee's original classification.

**1409. INTERIM ASSIGNMENTS**

The Board of Supervisors may authorize an interim designation only when an Appointed Department Head position has been permanently vacated and the vacancy is expected to continue for an extended period of time (e.g. more than three months), and until such time as a permanent appointment has been made.

While in Interim status:

- A) The employee is considered to exercise the full scope of responsibility and accountability in the higher level position.
- B) The employee shall receive compensation at the rate of pay established for the higher classification pursuant to Section 605, Salary On Promotion, of this Resolution, unless otherwise designated by the Board of Supervisors.
- C) The employee shall receive management leave and vacation accruals in accordance with those established for the Interim position to which the employee is assigned. The employee shall continue to receive other benefits as established for the original class as set forth in this Resolution.
- D) The employee retains status in the previously held class.

Only the Board of Supervisors has authority to designate and remove an employee from Interim status. Interim status shall commence on the effective date specified by the Board of Supervisors.

Employees selected for the assignment will normally be expected to meet the minimum qualifications for the higher classification.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 9TH day of APRIL, 2002, by the following vote of said Board:

Ayes: DUPRAY, BAUMANN, HUMPHREYS, SOLARO

**ATTEST**

**DIXIE L. FOOTE**

Clerk of the Board of Supervisors

By Margaret E. Moody  
Deputy Clerk

Noes: NONE

Absent: BORELLI  
[Signature]  
Chairman, Board of Supervisors

**I CERTIFY THAT:**

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Date \_\_\_\_\_

**ATTEST:** DIXIE L. FOOTE, Clerk of the Board of Supervisors  
of the County of El Dorado, State of California.

By \_\_\_\_\_  
Deputy Clerk