Chart of Personnel Rules Revisions
1/15/14

Policy No.	**Recommendation:**
Part 1 (Code of Ethics, Commitment to County Public Service, and Respectful Workplace)	Add Rule 111. Respectful Workplace.
Part 2 (Organization and Administration)	Move language from Ordinance Chapter 2.57 to the Personnel Rules.
Part 3 (Position Classification)	Add Rule 308 defining Confidential Employee status from Employee-Employer Resolution XX and Arbitrator Case No. 58100-U-a.
Part 4 (Recruitment)	Modify Rule 403.1 to include Local Agency Personnel Standards (LAPS) employees to be eligible to compete in promotional only recruitments.
	Modify Rule 406.1 (l) to include disqualification of applicants that fail to pass background within the last 12 months.
Part 6 (Eligible Lists)	Revise Rule 603.1 Restoration Lists, to be consistent with Rule 706.1 that is also titled, Restoration Lists.
	Modify Rule 606 to give Veteran's Preference Credit based on percentage rather than points. This change was recommended due to the total points for recruitment varying.
	Revise Rule 609 (h) to be consistent with the modification of Rule 406.1 (l).
	Modify Rule 610. Free Names to require that free names must complete any required testing for the position to be consistent in recruitments.
	Revise Rule 610 (b) to clarify that Free Names for transfer list placement will only be from the same position/classification in a different department.
Part 7 (Certification)	Revise Rule 706.2 Open and Promotional Lists to clarify current processes and give departments greater flexibility in interviewing more candidates initially. In addition, allowing departments to offer

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	to their 2nd ranked candidate for subsequent vacancies within 3 months of initial interviews.
Part 8 (Appointments)	Revise Rule 805.1 to more clearly define emergency conditions, the proposed language came from the old PMR 227-84.
	Revise Rule 805.2 Temporary Appointment, to remove the step 1 salary placement requirement to be consistent with Rule 1304.4 and now require temporary appointments to be made from eligible lists.
	Revise Rule 805.3 Recurrent Appointment , to remove the step 1 salary placement requirement to be consistent with Rule 1304.5 and now require temporary appointments to be made from eligible lists.
	Modify Rule 806 to add language from Resolution 275-93 to allow overfill positions.
Part 9 (Probationary Period)	Revise Rule 902.2 with exception language from 902.1 for clarity.
	Modify Rule 904 (a) to remove "in a new class" to include employees who transfer in the same class but have not attained post-probationary status in that class. Change sixty (60) to three (3) days to reduce the number of days an employee will be in an indeterminate state of employment with the County.
	Delete 904 (c) since all Local Agency Personnel Standards (LAPS) employees are part of the Local 1 bargaining unit and the MOU shall prevail.
Part 10 (Promotion, Reassignment, Voluntary Demotion and Transfer)	Add 1000 as a general overview of the section for clarity.
	Incorporate 1001.1 as a replacement to Personnel Policy No. 4 adopted 4/3/91 and revised 5/8/91 Modify 1004 Transfer for purpose of clarity Incorporate 1005 previously found in Ordinance Chapter 2.57.
Part 12 (Disciplinary Actions)	Modify 1203 (i) to include failure to adhere to employee expectations standards.

	Add 1203 (t) in connection with new Rule 111.
Part 13 (Compensation Administration)	Modify 1304.4 to allow advanced step hiring for current employees that have competed in the recruitment process.
	Revise 1309.1 to state "except as otherwise provided for in these rules" since 1304.4 could be applied.
	Revise 1310 to reflect an employee requesting transfer and remove the sentence regarding probationary period as it appears in Part 9 and MOUs.
Part 14 (Terms of Employment)	Modify 1402.1 and 1402.3 to allow the appointing authority to approve use of vacation sooner than 6 months of service with the County.
	Modify 1404.4 from 75% to 100% to make consistent with long standing County payroll practice.
	Modify 1408, Leave of Absence with Pay, to also refer to it as "administrative leave" for consistency and ease of document searching capability and note that a copy of the request should be forwarded to the HR Director.
	Modify 1415.2 to remove the sentence "According to Board policy, overtime is discouraged." No policy could be located that reflected this statement.
Part 16 (Definition of Terms)	Revise 1622 Department, to include the term agency in the definition.
	Add 1658 Rounding, as a result of recommending that scores will be rounded in 508.2 for oral panels.
	Add definition of Flexibly staffed positions.
Appendix A (Employee Expectation Standards)	Add the Employee Expectation Standards as a result of the recommendation of the addition of 1203 (i).

Appendix B (El Dorado County Department Head Expectations)	Add the Department Head Expectation Standards as a result of the recommendation of the addition of 1203 (i).

Formatting and Grammatical Changes

Table of Contents	105. Adding "Secondary Employment" for searching purposes.
	111. Adding new section proposed.
	308. Adding new section proposed.
	806. Modify for new section proposed.
	905. Capitalized character.
	1005. Adding new section proposed.
	1304. Adding "Advanced Step Hiring" for searching purposes.
	1658. Adding new definition proposed.
	Appendix A- Adding new attachment proposed.
	Appendix B- Adding new attachment proposed.
105 Conflict of Interest	Add (a) Outside or Secondary Employment paragraph heading for clarity and searching purposes.
405 Veteran's Preference Credit	Add reference to point application in section 606.
505 Prohibited Questions	Add statement that optional questionnaires can be used for EEO purposes.
508.2 Oral Interview Panels	Clarify that scores will be rounded to the nearest whole number.
706.1 Restoration Lists	Add reference to Rule 603.1 that also addresses Restoration Lists.
902.1 (b) (Probationary Period) Duration	Correct typo (staff should be staff_ed_).
1003 Demotion	Add reference statement to Rule 1309.
1203 (u) Discipline	Change "or other" to "and/or".

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