



## Legislation Text

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**File #:** 16-1130, **Version:** 1

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Human Resources Department recommending the Board confirm the interpretation of County of El Dorado Personnel Rules involving the effective dates of salary increases for promotions for a classification in a flexibly staffed position.

### **DEPARTMENT RECOMMENDATION**

Human Resources is seeking confirmation and clarification from the Board of Supervisors in regard to their interpretation of County of El Dorado Personnel Rules involving the effective dates of salary increases for promotions for a classification in a flexibly staffed position. Flexibly staffed positions include but are not limited to the classification of Correctional Officer I/II.

### **DISCUSSION / BACKGROUND**

Human Resources is seeking confirmation and clarification from the Board of Supervisors in regard to their interpretation of County of El Dorado Personnel Rules involving the effective dates of salary increases for promotions for a classification in a flexibly staffed position. Flexibly staffed positions include but are not limited to the classification of Correctional Officer I/II. Please confirm the following interpretation of the Rules by the Board of supervisors.

County of El Dorado Personnel Rules authorize (hereinafter Rules) an appointing authority to request that an employee within a flexibly staffed position, be promoted to the next higher class under the requirements of section 502 as set forth below; the Board has also interpreted the Rules to authorize the salary to commence for a flexibly staffed position, as the date specified on forms prescribed by the Human Resources Department, under rule 802.1.

The forms prescribed by the Human Resources Department under Rule 802.1 are the Payroll Personnel Action Forms (PPF), and the date the salary for the promotion will commence, is the date in the form identified as "POSITION DATE".

**502. PROMOTION WITHIN FLEXIBLY STAFFED POSITIONS.** Except as may be set forth in an MOU governing a position, upon request of the appointing authority and approval by the Director, an employee who has successfully completed the applicable probationary period for a flexibly-staffed position may be appointed to the next higher class into which his/her position is classified without examination. Before approving such requests, the Human Resources Department shall require evidence that the employee possesses the minimum qualifications for the higher class. An employment list is not necessary in order to make such an appointment.

**802.1** The day employment and salary commence under such appointment shall be the date specified on forms prescribed by the Human Resources Department.

### **ALTERNATIVES**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Auditor Controller - Payroll  
County Counsel

**CAO RECOMMENDATION**

Approve the Department's recommendation.

**FINANCIAL IMPACT**

None. With affirmative confirmation there will be no additional financial impact.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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