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ORDINANCE NO. 336

The Board of Supervisors of the County of Mariposa, State of California, do ordain as follows:

SECTION 1. This Ordinance shall be known as the "Mariposa County Classification Ordinance".

SECTION 2. The positions of elective officers, deputies, assistants and employees heretofore by Ordinance created are hereby reaffirmed and are allocated to the classification hereby established.

SECTION 3. Definition of terms. The words and terms defined in this section shall be the following meanings in this Ordinance and in any other Ordinance classifying or authorizing the employment of personnel in any department or office of Mariposa County:

(a) "County Service" means all positions in all departments and offices that are subject to control and regulation by the Board of Supervisors of Mariposa County,

(b) "Exempt Service" means the positions of such appointive officials, deputies and other employees as are specifically designated by the Board of Supervisors to be exempt from the classification plan.

(c) "Classified Service" means all positions other than those stated to be exempt.

(d) "Employee" means any person legally occupying an appointive or elective position in County Service for compensation.

(e) "Compensation" means the salary, wage, fees, and other forms of valuable consideration paid to any employee by reason of service in any position, but does not include any allowances authorized and paid as reimbursement for additional expenses or mileage payments.

(f) "Continuous Service" means employment in the County Service without break or interruption except that neither military

1 leave, nor leaves of absence on account of illness, whether with
2 or without pay shall be construed as a break in continuity of
3 service. Other absences in excess of 90 days in any period of 12
4 consecutive months including layoffs for lack of work or funds, or
5 the abolishment of position, shall be a break of "Continuous
6 Service". Elective officials are not limited by this definition.

7 SECTION 4. Exempt Service. Persons under contract or
8 serving by special agreement are exempt from this Ordinance unless
9 specifically included by Board order.

10 SECTION 5. Classification of Positions. All positions
11 established in the County Service shall be classified by the Board
12 of Supervisors to effect as nearly as possible an equality of
13 compensation for the equal duties, qualification and responsibility.

14 SECTION 6. Amendments to and Maintenance of Classification
15 Plan. Whenever one or more new positions are to be established,
16 or when, for any reason, there is a substantial change in the
17 duties or responsibilities of any existing positions, the classi-
18 fications as set forth in this Ordinance shall be amended or re-
19 vised in the following manner:

20 Whenever any county officer or head of any county department
21 deems that there is a need for such amendment or revision, he
22 shall report in writing to the Board of Supervisors setting forth
23 the facts of the situation.

24 The Board of Supervisors shall consider the report and if the
25 Board finds sufficient reason to do so it may by resolution, Board
26 order, or further ordinance amend or revise this Ordinance.

27 SECTION 7. When, pursuant to this Ordinance, a person is
28 hired, or an employee's classification is changed, such fact shall
29 be reported for salary purposes to the County Auditor on forms to
30 be supplied by the Auditor. Such change shall not become effective
31 until report has been made on such forms.

32 SECTION 8. The schedule of salaries for department heads

1 and employees shall be as established by Board order.

2 SECTION 9. Vacation and Sick Leave.

3 (a) Employees shall be entitled to 15 working days vacation
4 annually with pay. Employees who have completed 15 years in
5 County employment shall be entitled to 20 working days vacation
6 annually with pay.

7 Not more than 30 days vacation shall be accumulated without
8 the approval of the Board of Supervisors. Accumulated vacation
9 may be taken between anniversary dates with the approval of the
10 department head.

11 (b) Employees shall be entitled to cumulative sick leave
12 with pay at the rate of 1 1/4 (one and one-fourth) days per month,
13 with a maximum accumulation of 60 days sick leave. Each depart-
14 ment head shall have the right to require a doctor's certificate
15 showing that any employee under his jurisdiction is unable to
16 perform the duties of his employment by reason of illness. In
17 the event that said certificate is not provided within three days
18 from date of demand, then said department head shall report the
19 fact of his demand for said certificate and the failure to give
20 said certificate to the County Auditor, and the employee concerned
21 shall not be entitled to receive compensation herein provided until
22 such time as he shall provide proof satisfactory to the department
23 head of his right to receive compensation for sick leave.

24 SECTION 10. Temporary Employment. The Board may, as it
25 deems necessary, authorize the hiring of any temporary help at
26 a compensation to be stated at the time of authorization by the
27 Board.

28 SECTION 11. Special Qualification. When, by reason of
29 special qualification, a person entering county service should
30 enter at a higher than initial step, the Board may so authorize
31 by minute order the placement of the new employee in the appro-
32 priate step.

1 SECTION 12. Applicable Salary Rates Following Promotion,
2 Demotion, or Transfer. In case of the promotion of any employee
3 in the County Service to a position in the classified service,
4 such employee, upon promotion from one class to a higher class,
5 shall be entitled to receive in the position to which he is pro-
6 moted the rate of compensation in the first step of the class to
7 which he has been promoted; provided, however, that in those
8 cases where the salary range overlaps, the employee shall receive
9 the next higher step in the range of the new class, and such person
10 shall assume and thereafter retain the anniversary date of his new
11 appointment, provided that in the event any employee in the ser-
12 vice of the county is promoted who immediately prior to promotion
13 was receiving compensation in his position at a rate higher than
14 the maximum for the class to which he is promoted, such promotion
15 shall not operate to reduce the rate of compensation for such
16 persons, but such compensation shall not be increased thereby. In
17 the case of demotion of any employee in the County Service to a
18 lower class of position, such employee shall be entitled to
19 retain the salary step in the lower range corresponding to that
20 which he was receiving in the higher class before such demotion;
21 in such cases, the employee shall retain his original anniversary
22 date. In the case of the transfer of any employee from one posi-
23 tion to another in the same class, or to another class to which
24 the same salary range is applicable, the employee shall remain at
25 the same salary rate and shall retain his original anniversary
26 date.

27 SECTION 13. Cumulation of Service in One Class of Position.
28 Wherever an employee accepts work under a different class of
29 position or in exempt series in the County Service, the character
30 and nature of which work is similar and the responsibilities are
31 equal or superior to the work such employee has been performing,
32 and later returns to his former position, his term of employment

1 under such different class of position shall apply on and be added
2 to his term of service in the former class upon his return to
3 same, provided his employment in the County Service has been
4 continuous from the date on which the employee accepts work in
5 such different class.

6 SECTION 14. Fees. The following County and District Offi-
7 cers are hereby authorized to retain for their own personal use
8 fees as follows:

9 (a) Coroner - All fees allowed by law.

10 (b) Public Administrator - All fees allowed by law.

11 (c) Sheriff - All fees for the service of papers in Civil
12 cases; all mileage for service of papers issued by Courts outside
13 this County.

14 (d) Constables - All mileage and fees for the service of
15 papers issued by any Court in Civil cases; mileage for every mile
16 actually traveled in making arrests and in taking persons from
17 the place of arrest to Court or the County Jail; \$8.00 for summon-
18 ing a jury for the trial of a criminal case.

19 SECTION 15. Mileage. Where any officer or employee of the
20 County of Mariposa is obliged in the discharge of his duties to
21 travel within or without the County of Mariposa, unless a specific
22 allowance for such travel and incidental expenses is specifically
23 provided, he shall receive the sum of 12¢ per mile for each mile
24 traveled on trips except the Constable shall receive 13¢ per mile
25 each way traveled in the discharge of his official duties in full
26 for the use of his own vehicle used in such travel or for the use
27 of a vehicle hired or rented and used in the discharge of his
28 official duties. If such travel be by any public conveyance, he
29 shall be allowed the actual cost of transportation. Where a motor
30 vehicle is supplied by the County and the cost of operation and
31 upkeep thereof paid by the County, no allowance for mileage shall
32 be paid to or received by any officer or employee but only the

1 actual cost of maintenance while traveling.

2 SECTION 16. Officers and employees shall be reimbursed
3 for the cost of meals while on County business outside of the
4 County.

5 SECTION 17 . County Ordinance No. 174 together with all
6 amendments thereof in conflict herewith, are hereby repealed.

7 SECTION 18. If any part of this ordinance shall for any
8 reason be held invalid then such invalidity shall not alter or
9 change the remaining portions hereof and the same shall be effec-
10 tive as though separately enacted.

11 SECTION 19. This Ordinance shall become effective on July 1, 1971.

12 PASSED AND ADOPTED by the Board of Supervisors of the
13 County of Mariposa this 20 day of April, 1971, by the
14 following vote:

14 AYES: Davis, Hurlbert, Long, Moffitt, Richardson

15 NOES: None

16 NOT VOTING: None

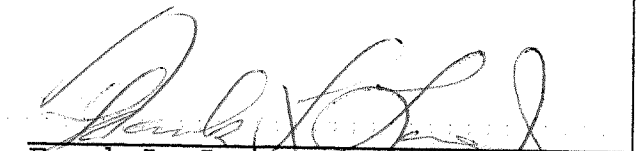
17 ABSENT: None

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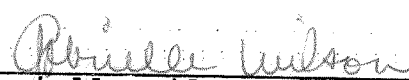
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Frank L. Long, Jr., Chairman of
the Board of Supervisors of the
County of Mariposa, State of
California

22 ATTEST:

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24 
Gabrielle Wilson, County Clerk
and Ex-Officio Clerk of the
25 Board of Supervisors

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