



# MARIPOSA COUNTY

Human Resources • (209) 742-1379



## RESOLUTION - ACTION REQUESTED 2019-507

MEETING: August 27, 2019  
TO: The Board of Supervisors  
FROM: Kimberly Williams, Human Resources Director  
RE: Adopt a New Advanced Step Policy for New and Existing Employees

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### **RECOMMENDATION AND JUSTIFICATION:**

Rescind Resolution No. 90-171 and Resolution No. 14-333 and adopt a new policy permitting advanced steps for new and existing full-time, permanent part-time, and extra-help employees.

Typically, a new full-time or permanent part-time employee is hired into a position at step 1 of the salary range for the position. Several years ago, the Board of Supervisors adopted a policy that allowed department heads to hire full-time and permanent part-time employees at a step higher than step 1 as well as allowed department heads to give an employee an advanced merit step (Resolution No. 90-171). This policy did not extend to extra-help (part-time) employees.

Currently, if a department head wants to consider hiring an extra-help employee at a step higher than step 1, the department head is required to obtain approval by the Board before hiring the individual at an advanced step. This delays the hiring process for that particular extra-help employee and the department. Further, if a department head wants to consider an increase in the wage for an extra-help employee after the employee has been working for some time, the department head is required to obtain approval by the Board before the increase can be implemented.

In 2014 by Resolution No. 14-333, the Sheriff requested and received approval to hire new extra-help Bailiffs at either step one or step two of the position. The Sheriff is statutorily required to provide Court security and extra-help Bailiffs provide the majority of the security for the Court. He made the request for purposes of retaining extra-help Bailiffs.

The proposed and new Advanced Step Policy incorporates and expands the existing policies and in addition, extends authority to department heads to hire extra-help employees to any classification at a step other than step 1 (see exception in next paragraph). It also gives department heads the ability to advance a current extra-help employee beyond a single merit step within their position. It is, therefore, recommended that the Board adopt the new Policy as proposed.

The proposed Policy is not applicable to those classifications designated as an Extra-

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Help Specialized classification. Examples in this category are the Agricultural Field Assistant; Lifeguard, Sheriff's Deputy Recruit; and Work Study Student Trainee. These particular classes have a fixed hourly wage and are not linked to a full-time or permanent part-time class.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On April 3, 1990, the Board of Supervisors adopted Resolution No. 90-171 which granted department heads the authority to hire and retain full-time and permanent part-time employees at an advanced step. On July 8, 2014 by Resolution No. 14-333, the Board authorized the Sheriff to hire extra-help Bailiffs up to step two of the position.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the Policy as proposed; the existing Policy would remain in place and departments would have to continue to seek Board authority to hire an extra-help employee at an advanced step or advance an extra-help employee to a higher step.

### **ATTACHMENTS:**

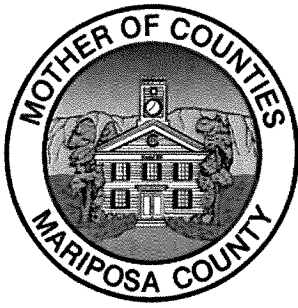
**Advanced Step Policy (PDF)**

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Kevin Cann, District IV Supervisor

**SECONDER:** Rosemarie Smallcombe, District I Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey



## **POLICY PERMITTING ADVANCED STEPS FOR NEW AND EXISTING EMPLOYEES**

When an appointment is made to a full-time, permanent part-time, or extra-help position, the starting pay will normally be at step 1 of the salary range for the position's classification. (This policy does not apply to those classifications designated as Extra-Help Specialized Classifications. Extra-Help Specialized Classifications are those positions that do not have a full-time position associated with it. Some examples are the Agricultural Field Assistant; Lifeguard; Sheriff's Deputy Recruit; and Work Study Student Trainee.)

### **Appointment to a New Position at an Advanced Step**

Department heads shall have the discretion to hire full-time, permanent part-time, and extra-help employees into a position at a salary above the first step of the salary range. The following criteria must be considered before the appointment is made:

1. Funds are budgeted and available to finance the appointment to a higher step.
2. The position is a difficult-to-recruit for position.
3. The prospective employee's experience.
4. Whether the prospective employee would accept the position without the advanced step appointment.

For full-time and permanent part-time appointments, the employee will remain in the advanced step for the period of time as provided by the applicable Memorandum of Understanding pertaining to merit advancement.

For extra-help appointments, the employee will remain in the advanced step for at least 860 hours. Advancement to the next step of their classification can only be done at the beginning of a fiscal year.

***The department head shall submit a memo in support of the higher step appointment with the Employee Change of Status (ECS) form.***

### **Advancement of Employees More Than One Merit Step**

Department heads shall have the discretion to advance existing full-time, permanent part-time, and extra-help employees beyond a single merit step under the following conditions:

1. Funds are budgeted and available to finance the advanced step.
2. The employee has shown highly effective performance, which is documented and/or personally observed by the supervisor.
3. The advanced step is no more than one step over the "normal" merit increase step.
4. Advancement occurs only at the time of regular merit review for full-time and permanent part-time employees.\* For extra-help employees, advancement occurs at the beginning of the fiscal year and after working at least 860 hours in their current step.

***The department head shall submit a memo in support of the advanced step with the Employee Change of Status (ECS) form.***

\* If an employee is being promoted at the time of their regular merit review, the Memorandum of Understanding provision that addresses promotions is only operative. In other words, the Advanced Step Policy is not applicable.