



**NEVADA
COUNTY**
CALIFORNIA

DEPARTMENT OF HUMAN RESOURCES
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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: December 16, 2025
TO: Board of Supervisors
FROM: Susan Kadera, Interim Director of Human Resources
SUBJECT: Resolution Amending the Nevada County Personnel Code
Sections 6.6 (new), 14.1, 14.5, 18.2, 21.5, 21.6, 21.7, 21.9, 21.10,
21.16, 24.2, P-3, P-4, and P-10

RECOMMENDATION: Approve the attached resolution.

FUNDING: N/A

BACKGROUND: The Personnel Code promulgates effective human resources policies and procedures that comply with federal and state regulations and the service needs of Nevada County. When regulations change or new business processes are enacted, a revision to the Personnel Code is triggered.

Section 6.6 is a new section which describes recruitment incentives. Recruitment incentives have been used for the past two years under a pilot program. The County finds them essential to recruiting hard-to-fill positions. By their addition here, we are making regular the pilot program's features. Section 14.1 removes a reference to a form of special pay because it is listed in the MOUs that it applies to. Section 14.5 clarifies that the confidential differential is applied to base pay, a distinction that CalPERS requires. Section 18.2 adds language that behavior that constitutes "discrimination" is prohibited.

Section 21.5 updates language regarding when sick leave may be used and adds "designated person" as a person an employee may use sick leave to care for. Section 21.6 changes "female employee" to "an employee" in reference to the person taking pregnancy leave. Section 21.7 updates the timing around which reproductive loss leave may be taken. Section 21.9 clarifies the employee's responsibility to provide the employer with military orders and the employer's authority to work with the employee as to when such leave is taken. Section 21.10 expands the reasons an employee who is the victim of crime may use leave. Section 21.16 is clean-up language regarding the integration of State Disability Insurance and leave balances. Item 24.2 exchanges "regular employee" with "regular status employee" to clarify what "regular" means.

Section P-3 contains several Family Medical Leave Act definition updates as required by law. Section P-4 adds that release of information from files is consistent with the requirements of the California Public Records Act. Section P-10 adds a provision enabling department heads to seek a temporary restraining order on behalf of an employee.

Exhibit A, attached, provides both specific revisions (“redline changes”) and clean versions to the policy sections for adoption and finalization by the Board of Supervisors. Except for the addition of section 6.6 regarding recruitment incentives, the changes are legally required; therefore, no meeting and conferring with our bargaining units has been required. The County has met and conferred with bargaining units regarding recruitment incentives.

Your consideration of this matter is appreciated.

Item Initiated and Approved by: Susan Kadera, Interim Director of Human Resources