



# RESOLUTION No. 26-070

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

### RESOLUTION AMENDING THE NEVADA COUNTY PERSONNEL CODE SECTION 2.20, 2.25, 3.5, 3.10, 4.4, 5.3, 7.2, 13.2, 18.8, 19.3, 21.1, 21.16, 23.3, 23.4, 23.5, P-5, and P-9

WHEREAS, the County adopted a comprehensive revised Personnel Code at its December 11, 2018, meeting, per Resolution 18-591; and

WHEREAS, the County adopted subsequent revisions to the Personnel Code by Resolutions 19-602, 20-264, 20-439, 21-111, 21-494, 23-138, 23-482, 24-230, 25-575; and

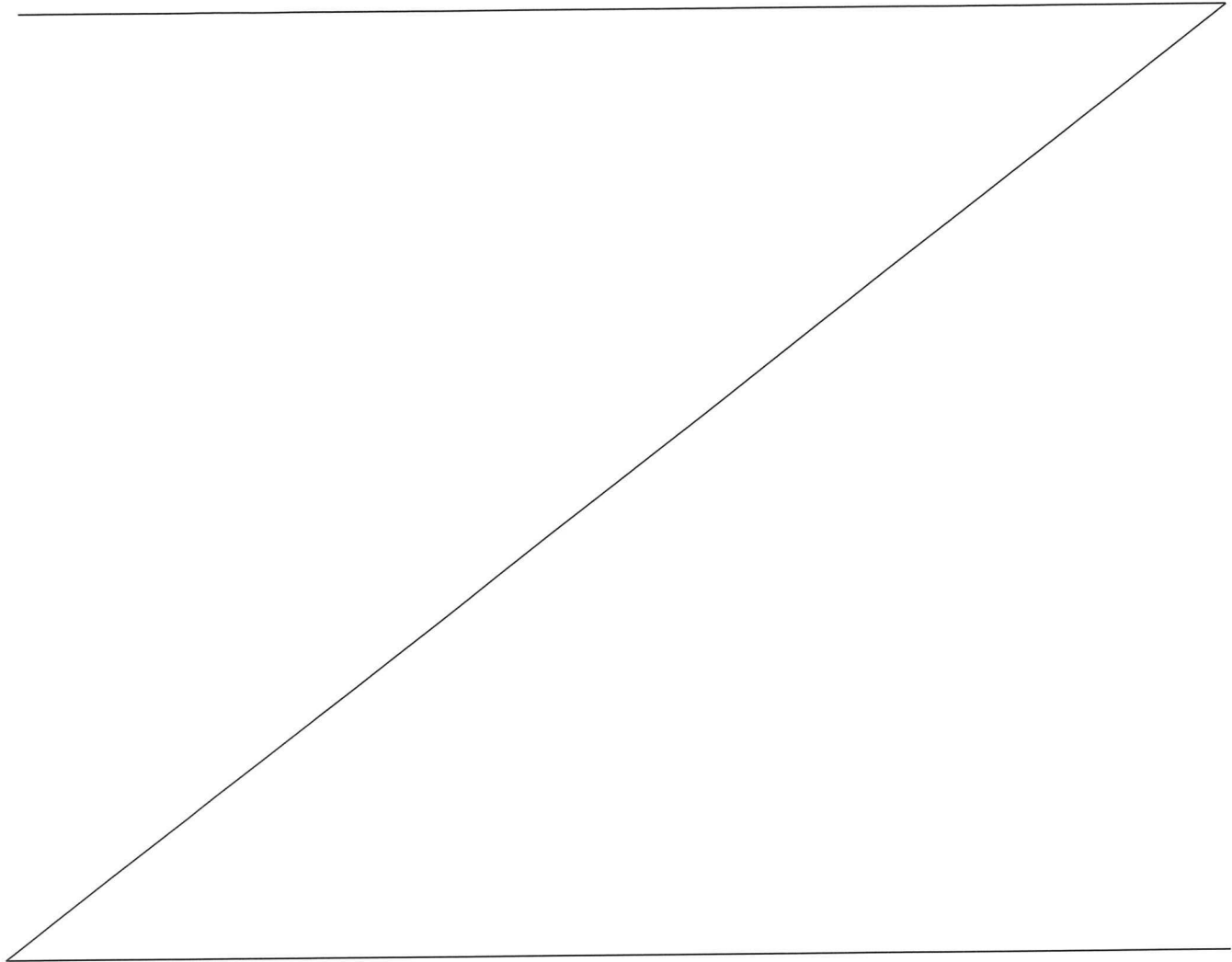
WHEREAS, the County is interested in maintaining effective human resources policies and procedures that comply with federal and state regulations that meet the service needs of the County; and

WHEREAS, the County is committed to providing employees with fair and understandable policies and rules; and

WHEREAS, business process changes necessitate revisions to the Personnel Code sections 2.20, 2.25, 3.5, 3.10, 4.4, 5.3, 7.2, 13.2, 18.8, 19.3, 21.1, 21.16, 23.3, 23.4, 23.5, P-5, and P-9; and

WHEREAS, bargaining units met and conferred over all proposed changes as outlined in Exhibit A, and had no objections.

NOW, THEREFORE, BE IT HERBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the revision to the Nevada County Personnel Code, effective March 10, 2026, is approved in substantially the same form as attached hereto.

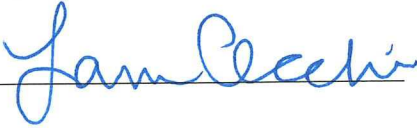


PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 10th day of March 2026, by the following vote of said Board:

- Ayes: Supervisors Heidi Hall, Robb Tucker, Lisa Swarthout, Susan Hoek, and Hardy Bullock.
- Noes: None.
- Absent: None.
- Abstain: None.
- Recuse: None.

ATTEST:

TINE MATHIASSEN  
Chief Deputy Clerk of the Board of Supervisors

By: 

  
Lisa Swarthout, Chair

## Exhibit A

### Personnel Code Proposed Changes 2026

<b>Section</b>	<b>Proposed Change</b>
2.20: Limited Term Appointment	Clarifies language about someone in a Limited Term (LT) position not having bump-back rights to the previous position when the LT ends
2.25: Probationary Period	Adds to the definition. Extends the probationary period beyond 12 months if the employee is out on leave for more than 15 consecutive workdays, which aligns with section 13.2
<i>3.5: Unscheduled Closure of Facilities</i>	Broadens the section to include more than PSPS or COVID-19 impacts.
<i>3.10. A: Phone, Computer, and Electronic Communications Device Policy</i>	Adds AI to devices policy. References the Nevada County Information and Cybersecurity Program (NCICP). Reminds employees of their requirement to follow the NCICP and Acceptable Use Policy. <b>Changes Nevada County Security Policy (NCSP) to NCICP</b>
<i>3.10.D: Electronic Communications</i>	Delete paragraphs 6-8 because they are referenced in the NCSP (soon to be NCICP)
4.4.5.e-g: Classification and Reclassification Studies	Removes the requirement to report to BOS reclassification disputes. Clarifies reclassification timelines. States reclassified positions need a recruitment process.
4.4.6.c: Classification and Reclassification Studies	Clarifies that <i>promotional</i> probationary periods will apply to reclassifications.
4.4.6.d: Classification and Reclassification Studies	Provides an option for a pay increase sooner to a reclassified position through acting pay
<i>5.3.C.4: Salary and Benefits Computation</i>	Clarifies the amount of time retired annuitants may work
<i>7.2: Waiver of Selection Procedure</i>	Allows HR director to waive the recruitment process for employees appointed/promoted to a different position through reclassification
13.2: Probationary-Performance Reports	Extends the due dates for probationary period evaluations if the employee has authorized absences exceeding 15 days.
18.8: Default	Clarifies employee's failure to appear at a hearing is considered a waiver to the right to appeal
19.3.D: Procedure	Replaces BOS with CEO in the employee grievance resolution process

21.1.A: Leave Without Pay	Change Language to modernize and permit Department Heads to approve 5 days of Leave Without Pay (LWOP)
21.16: State Disability Insurance/Paid Family Leave Integration	Modifies the State Disability Insurance (SDI) policy integration language.
23.3: <i>Eligibility of Employees for Tuition Payment/Reimbursement</i>	Clarifies reimbursement program does not apply to temporary or limited term employees
23.4.c: Nature of Payment/Reimbursement for Tuition Reimbursement	Change from grade “C” or above to “passing.” Aligns with programs that may only provide pass/fail
23.5: Online Procedure for Tuition Payment	Updated language to align with new procedures to allow departments to handle payments and approvals.
23.5: <i>Procedures for tuition payment/reimbursement</i>	Remove the section to allow the reimbursement process to be managed internally by HR to allow for expediency.
P-5: Anti-Nepotism Policy	Language added to clarify requirements to avoid nepotism in departments and supervisor-subordinate relationships
P-9: Drug Free Workplace. Attachment A: Safety Sensitive Classifications	Substantial updates to the Drug policy have already been met and conferred over. What is new: An updated list of job classifications in Transit determined to be Safety Sensitive by the Department Of Transportation, and additional job classifications considered Safety Sensitive by the county.