



NEVADA COUNTY PERSONNEL CODE

Effective December 11, 2018

NEVADA COUNTY PERSONNEL CODE TABLE OF CONTENTS		
SECTION	TITLE	PAGE
1.0	ADOPTION AND PURPOSE	
1.1	Establishment of a Personnel Code	1
1.2	Purpose and Objectives	1
1.3	Construction	1
1.4	Severability	2
2.0	DEFINITIONS	
2.1	Absence without Official Leave “AWOL”	2
2.2	Acting Assignment	2
2.3	Administrative Leave	2
2.4	Applicant	2
2.5	Appointing Authority	2
2.6	Appointment	3
2.7	Assistant Department Head	3
2.8	At-Will Employee	3
2.9	Authorized Position	3
2.10	Board	3
2.11	Compensation	3
2.12	Continuous Service	4
2.13	Day	4
2.14	Demotion	4
2.15	Department Head	4
2.16	Employee	4
2.17	Full Time Employee	4
2.18	Hourly Rate	4
2.19	Intern	5
2.20	Just Cause	5
2.21	Officer	5
2.22	Part-Time Employee	5
2.23	Position	5
2.24	Probationary Period	6
2.25	Promotion	6
2.26	Promotional List	6
2.27	Reclassification	6
2.28	Regular Employee	6
2.29	Reprimand	6
2.30	Salary	6
2.31	Salary Range	7
2.32	Salary Resolution	7
2.33	Seniority	7
2.34	Separation	7

2.35	Staffing Resolution	7
2.36	Step	7
2.37	Volunteer	7
2.38	Week	8
3.0	GENERAL PROVISIONS	
3.1	Administration	8
3.2	Days and Hours of Work	9
3.3	Employee Meal and Rest Breaks	9
3.4	Absenteeism and Late Arrival	10
3.5	Unscheduled Closure of Facilities	10
3.6	Professional Dues, Memberships and Licenses	11
3.7	Safe Working Conditions	11
3.8	Contracting Out	12
3.9	Use of County Property/Equipment	12
3.10	Phone, Computer, and Electronic Communications and Devices Policy	12
3.11	Employee Name Badges	22
3.12	Whistleblower Protection Policy	22
4.0	CLASSIFICATION SYSTEM	
4.1	Personnel Staffing Resolution	23
4.2	Establishment of Classifications	23
4.3	Allocation of Position to Appropriate Class	23
4.4	Classification and Reclassification Studies	24
4.5	Appointment to Appropriate Class	25
4.6	Adding or Changing Classes	25
5.0	COMPENSATION AND PAYROLL PRACTICES	
5.1	Personnel Salary Resolution	26
5.2	Payment of Salaries to Employees (“Pay Periods”)	26
5.3	Salary and Benefits Computation	26
6.0	RECRUITMENT	
6.1	General	28
6.2	Announcements	28
6.3	Applications	29
6.4	Minimum Qualifications	29
6.5	Causes of Disqualification	29
6.6	Recruitment Incentive	30
7.0	SELECTION PROCEDURES	
7.1	Type and Duration of Selection Procedures	30
7.2	Waiver of Selection Procedure	30

7.3	Applicant Notification	31
8.0	ASSESSMENT PROCEDURES	
8.1	Assessment Procedures	31
9.0	ELIGIBLE LISTS AND CERTIFICATION OF ELIGIBLES	
9.1	Establishment of Eligible Lists	34
9.2	Order of Names on the Eligibility List	35
9.3	Removal of Names from the Eligibility List	37
9.4	Applicant Contact Information	37
9.5	Re-Employment Lists	37
10.0	APPOINTMENT AND RE-EMPLOYMENT	
10.1	Appointment Following Certification	38
10.2	Appointment Procedure	38
10.3	Pre-Employment Testing	39
10.4	Appointment of an Employee	40
10.5	Appointment of Department Directors	40
10.6	Re-Employment Following Separation	41
10.7	Re-Employment Following Military Leave	41
11.0	PROMOTIONS	
11.1	Filling Vacancies by Promotion	41
11.2	Promotional Selection Process	41
11.3	Promotional Eligibility	41
11.4	Salary Upon Promotion	41
12.0	PROBATIONARY PERIODS	
12.1	Probationary Employee	42
12.2	Probationary Period	42
12.3	Probationary Period Upon Promotion	42
12.4	Acquisition of Regular Status	42
12.5	Separation During Probationary Period (Initial Appointment or Promotional)	43
12.6	Conditions When Probationary Period Not Required	43
12.7	Return Following Leave Without Pay	43
13.0	PERFORMANCE EVALUATIONS AND SALARY INCREASES	
13.1	Performance Evaluations	43
13.2	Probationary Performance Reports	44
13.3	Regular Employee Performance Evaluations	44
13.4	Salary Anniversary Date	44

13.5	Step Increases	45
13.6	Procedures for Step Increases	46
13.7	Salary Adjustment Occurring on Salary Anniversary Date	46
14.0	PAY DIFFERENTIALS	
14.1	Post Training Incentive Pay	46
14.2	Truckee-Donner Differential	47
14.3	Shift Differential	47
14.4	Bilingual Pay Differential	47
14.5	Confidential Differential	48
14.6	Longevity Pay Differential	48
14.7	Work/Safety Footwear Reimbursement	48
14.8	Acting Pay	49
15.0	TRANSFERS	
15.1	Transfers	49
15.2	Pre-Transfer Requirements	49
15.3	Restrictions on Transfers	50
16.0	Y-RATES, DEMOTIONS AND RESIGNATIONS	
16.1	Y-Rates	50
16.2	Demotion	50
16.3	Return to Former Class	51
16.4	Voluntary Resignation	51
16.5	Effective Date of Resignation	51
16.6	Failure to Submit Written Resignation	51
16.7	Job Abandonment/Absence Without Authorized Leave	52
17.0	CONFLICTS OF INTEREST	
17.1	General Policy	52
17.2	Prohibited Activities	52
17.3	Political Activities	53
17.4	Disciplinary Action	53
18.0	DISCIPLINE, DISCHARGE AND REPRIMAND	
18.1	Types of Disciplinary Action	54
18.2	Causes of Discipline	54
18.3	Disciplinary Procedure	56
18.4	Post-Disciplinary Right of Appeal	58
18.5	Hearing Procedure	59
18.6	Decision	60
18.7	Judicial Review	61
18.8	Default	61
18.9	Exclusions	61

18.10	Medical Inability to Perform Work	62
18.11	Non-Disciplinary Corrective Action – Letter of Reprimand	63
19.0	GRIEVANCE PROCEDURE	
19.1	Purpose	63
19.2	Grievance Form	64
19.3	Procedure	64
20.0	LAYOFFS AND RE-EMPLOYMENT	
20.1	Layoff – Non-safety Personnel	66
20.2	Layoff – Safety Personnel	69
21.0	TYPES OF LEAVE	
21.1	Leave Without Pay	72
21.2	Vacation/Personal Leave Program (PLP)	73
21.3	Donation of Accrued Vacation Time/PLP	73
21.4	Leave – Volunteer Firefighters, Reserve Deputy Sheriffs	74
21.5	Sick Leave	75
21.6	Pregnancy Leave	77
21.7	Holiday Leave	78
21.8	Military Leave	80
21.9	Court/Jury Duty	80
21.10	Administrative Leave	82
21.11	Leave for Purpose of Donating Blood	82
21.12	Family-School Partnership Act Leave	83
21.13	Child Suspension Leave	83
21.14	Leave for Purpose of Working in the Voluntary Nevada County Employee Poll Worker Program	83
21.15	State Disability Insurance/Paid Family Leave Integration	83
22.0	OVERTIME	
22.0	Overtime	84
23.0	TUITION REIMBURSEMENT PROGRAM	
23.1	Objectives	85
23.2	Eligibility of Courses for Tuition Reimbursement	86
23.3	Eligibility of Employees for Tuition Reimbursement	86
23.4	Nature of Reimbursement	86
23.5	Outline of Procedure for Tuition Reimbursement	87
23.6	Suspension	87
23.7	Specialized Training	88
24.0	INSURANCE	
24.1	Authority	88

24.2	Eligibility/Restrictions on Coverage	88
24.3	Medical Insurance Benefits	89
24.4	Cafeteria Plan	89
24.5	Enrollment in Cafeteria Plan	90
24.6	Coverage – Leave of Absence	90
24.7	Retiree Medical Insurance	91
24.8	Coverage – COBRA	93
25.0	RETIREMENT PROGRAM	
25.1	Authority	96
25.2	Eligibility	96
25.3	Coverage and Contribution Rate	96
25.4	Coverage – Leave of Absence	97
25.5	Additional Information	97
26.0	EMPLOYER-EMPLOYEE RELATIONS	
I.	General Provisions	97
II.	Representation Proceedings	99
III.	Administration	107
IV.	Impasse Procedures	107
V.	Miscellaneous Provisions	108
P-1	EQUAL OPPORTUNITY POLICY	110
P-2	POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION	112
P-3	FAMILY AND MEDICAL CARE LEAVE	119
P-4	PERSONNEL FILES POLICY	134
P-5	ANTI-NEPOTISM POLICY	138
P-6	REASONABLE ACCOMODATIONS AND ABILITY TO PERFORM WORK	139
P-7	TRAVEL REIMBURSEMENT AND EXPENSE POLICY	144
P-8	REVOLVING DOOR POLICY	150

P-9	DRUG FREE WORKPLACE AND ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY	152
P-10	POLICY AGAINST VIOLENCE IN THE WORKPLACE	180
P-11	BACKGROUND CHECK REQUIREMENT FOR APPLICANTS AND EMPLOYEES WHO HAVE ACCESS TO FEDERAL TAX INFORMATION	183
P-12	CRIMINAL BACKGROUND VERIFICATION POLICY AND PROCEDURE TO MEET CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) REQUIREMENTS	188