

**County of Nevada**  
**Department of Human Resources**  
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**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

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**MEETING DATE:** April 13, 2021  
**TO:** Board of Supervisors  
**FROM:** Steve Rose, Director of Human Resources  
**SUBJECT:** Resolution to Amend the Nevada County Personnel Code

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**RECOMMENDATION:** Approve the attached resolution.

**FUNDING:** N/A

**BACKGROUND:** The Board of Supervisors, at their December 11, 2018 meeting, approved Resolution 18-591, which adopted a revised Personnel Code, and whereas the Board of Supervisors have adopted subsequent revisions to the Personnel Code by Resolutions 19-602 and 20-264, the time to update the personnel rules to comply with legal changes has come again. The Personnel Code promulgates effective human resources policies and procedures that comply with federal and state regulations and the service needs of Nevada County.

The amendments to the Nevada County Personnel Code include: implementing non-binary language throughout the code, updating California Family Rights Act language per SB1383, more clearly stating an employee's disciplinary appeal process, adding clarifying building closure language, granting the County Executive Officer the authority and the ability to authorize special project pay for any regular employee in the County, and the addition of a dress code policy.

The sections before you today include only those that have substantial language changes and not the Code in its entirety. Section 3.5 Unscheduled Closure of Facilities, Section 13.1 Performance Evaluations, Section 18.3-5 Discipline Procedure, Post-Disciplinary Right of Appeal and Hearing Procedure, Section P-3 Family Medical Care Leave Policy, and adding new Sections 14.9 Special Project Pay and Section P-15: Employee Appearance Standards – Dress Code.

The attached Personnel Code provides the specific revisions to the language for adoption and finalization by the board of Supervisors.

Your consideration of this matter is appreciated.

**Item Initiated and Approved by: Steve Rose, Director of Human Resources**

Submittal Date: March 18, 2021  
Revision Date: