



DEPARTMENT OF
HUMAN RESOURCES

Our Mission: To create a thriving organization, providing meaningful careers in public service.

Mary Hao
DIRECTOR

January 3, 2017

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Board of Supervisors
County of Marin
3501 Civic Center Drive
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SUBJECT: Revise Personnel Management Regulations (PMR) 34, Appointment and Orientation

Dear Board Members:

RECOMMENDATION: Conduct first reading of the Ordinance (attached) to revise PMR 34 and set the merit hearing for January 24, 2017.

SUMMARY: Human Resources met and conferred with the Coalition of Labor Associations (COLA) to revise PMR 34, Appointment and Orientation, as part of the County's on-going efforts to revise/update all of the PMRs.

The Human Resources Department brings PMR 34 to your Board for adoption in advance of other PMRs because the revised appointment types described in this PMR will be incorporated in the configuration of the Tyler-Munis Human Resources and Payroll changes that is scheduled to go live in July 2017.

The revisions to PMR 34 more clearly define the types of appointment in County employment and revise some of the rules regarding the use of these appointments including:

- Clarifying the definition of at-will, regular, temporary and regular fixed-term appointments;
- Limiting the use of fixed-term appointments to 3-years with a possible 2-year extension;
- Allowing current regular hire employees to accept a fixed-term position while ensuring their right to return to their regular hire position at the expiration of the fixed-term assignment;
- Revising existing general rules concerning the use of temporary (extra hire) appointments and replacing them with the rules for contingent appointments, as described below;
- Delineating the types of contingent (temporary or extra hire) appointments such as:
 - Short-term appointments, for appointment of an employee to perform a regular body of work while a recruitment for the position is in process, to back-fill for a regular hire employee who is on leave for a period of time that is expected to be less than six months or to perform special projects. This type of appointment is limited to 1,040

- hours (975 for classifications designated as 37.5 hours per week) during a 12-month period.
- o Special appointments, for appointment of an employee to perform work outside of an existing County classification for which a County classification doesn't exist. This type of appointment is limited to 1,040 hours (975 for classifications designated as 37.5 hours per week) during a 12-month period.
- o Emergency appointments, for appointment of an employee without examination as necessary to prevent stoppage of public business, loss of life, or damage to persons or property, or when qualified personnel cannot be readily obtained due to emergency conditions. This type of appointment is limited to 1,040 hours (975 for classifications designated as 37.5 hours per week) during a 12-month period.
- o Seasonal appointments, for appointment of an employee into a pre-designated classification to work a pre-determined seasons/months based upon the assignment, limited to no more than nine months during a 12-month period.
- o Intermittent appointments, for the appointment of an employee to work special events that are non-seasonal or to work an assignment that requires 10 or less hours of work per week and is limited to 520 hours during a 12-month period.
- o Essential services appointments, for the appointment of an employee who participates in an on-call pool to be used in pre-determined classifications to ensure mandatory staffing levels are met in 24/7 operations. This type of appointment is limited to 1,800 hours during a 12-month calendar period.
- o Paid Intern Appointment (High School, Undergraduate/Graduate/Post-graduate), for the appointment of a student or recent graduate (within one year of graduation) to perform an assignment directly tied to the student's curriculum OR to perform an assignment that enhances their education and provides work/career experience.
- o Retired annuitants, for the appointment of former County employees who return to County employment on a temporary basis after retirement. Such appointment is limited to 960 hours per fiscal year.

Unless statutorily barred, the employment limits may be extended in most contingent appointment types.

Additionally, PMR 34 provides flexibility to County departments to increase the hours of a part-time regular hire employee and clarifies the reversion of at-will appointees to a prior position.

FISCAL IMPACT: The revised PMR 34 does not have any fiscal impact.

REVIEWED BY:	<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> N/A
	<input type="checkbox"/> County Counsel	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/>

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mary Hap", with a long, sweeping horizontal stroke extending to the right.

Mary Hap
Director of Human Resources

cc: Department Heads / Assistant Department Heads
Angela Nicholson, Assistant County Administrator
Esteban Cudas, Senior Personnel Analyst