

**A RESOLUTION OF THE BOARD OF SUPERVISORS
WHICH DESCRIBES THE PERSONNEL RULES AND REGULATIONS
FOR EMPLOYEES OF THE COUNTY OF VENTURA**

The Board of Supervisors of the County of Ventura resolves as follows:

**ARTICLE 1
TITLE AND PURPOSE**

- Sec. 101** This Resolution describes the definitive guidelines which are adopted to provide a consistent, equitable, effective and efficient program of personnel administration for management, employees and the citizens of the County of Ventura. This Resolution, along with Memoranda of Understanding and Memoranda of Agreement and separate document for unrepresented employees, describes the employment plan for employees of the County of Ventura and shall be known as the Personnel Rules and Regulations.
- Sec. 102** All sections of these Rules and Regulations shall be applicable to employees exempted from the classified service except those sections of articles whose subject matter is described by Section 1345, et.seq., of the Ventura County Ordinance Code, including but not limited to examinations, grievance procedure, disciplinary appeals, classification, probationary periods, etc. Articles 19 and 25 of these Rules and Regulations shall be applicable to all employees of the County.
- Sec. 103** The County of Ventura may enter into Memoranda of Understanding or Agreement with recognized employee organizations which regulate the wages, hours and working conditions of employees exclusively represented by such employee organizations. In the event such Memoranda of Understanding or Agreement are ratified by the Board of Supervisors, the terms of such Memoranda of Understanding or Agreement shall prevail over inconsistent terms contained in these Personnel Rules and Regulations. Such Memoranda of Understanding or Agreement shall be reviewed by the Civil Service Commission prior to ratification by the Board of Supervisors to advise the Board if such Memoranda has an impact on these Personnel Rules and Regulations. Such advice shall be filed with the Board within seven calendar days after receipt by the Civil Service Commission.
- Sec. 104** Rules and Regulations which regulate the wages, hours, and working conditions of unrepresented employees may be established from time to time by resolution of the Board of Supervisors.
- Sec. 105** **Gender** - Words used in the masculine gender include all employees.

ARTICLE 2 DEFINITIONS

- Sec. 201** **Purpose:** Unless the context otherwise requires, the definitions contained in this Article govern the construction of these Rules and Regulations. The definition of a word applies to any of its variants.
- Sec. 202** **Allocation:** The assignment of a position to a department or agency.
- Sec. 203** **Anniversary Date:** The date upon which an employee is eligible to receive a merit increase.
- Sec. 204** **Appointment:** The offer to a person and his acceptance of a position authorized by the Board of Supervisors.
- Sec. 205** **Appointing Authority:** The group or person having the power and authority to make appointments or to remove persons from positions in the County Service. This term is generally used to designate, but is not limited to, the elective or appointive heads of County Departments or Agencies or their authorized representatives.
- Sec. 207** **Board:** When used alone means the Board of Supervisors of the County of Ventura.
- Sec. 208** **Bona Fide Occupational Qualification:** Any qualification reasonably necessary for the normal operation of a particular job, position or classification.
- Sec. 209** **Certification:** The submission of names of eligibles for appointment to an appointing authority by the Director-Human Resources.
- Sec. 210** **Classification:** A group of positions having duties and responsibilities sufficiently similar that the same salary, title, example of duties and employment standards may be applied.
- Sec. 211** **Classification Plan:** The grouping together of positions into classes, and classes into series.
- Sec. 212** **Classification Series:** A group of classifications of the same general character of work but differing as to level of difficulty and responsibility.
- Sec. 213** **Classified Employees:** All employees of the County not specifically exempted from the County of Ventura Civil Service System.
- Sec. 214** **Commission:** Unless otherwise specified, the Ventura County Civil Service Commission.

- Sec. 215** **County:** Means the County of Ventura.
- Sec. 216** **County Service:** the performance of official duties for the County of Ventura while on provisional, probationary or permanent status, or any combination thereof.
- Sec. 217** **Days:** Means calendar days unless otherwise specified.
- Sec. 218** **Demotion:** A change of status of an employee from one classification to another classification that has a lower salary range.
- Sec. 219** **Department/Agency:** A unit of County government headed by a person responsible to the County Executive Officer, Board of Supervisors or the electorate.
- Sec. 220** **Department/Agency Head:** An employee who is elected, appointed or employed as the person responsible for a County Department or Agency.
- Sec. 221** **Discrimination:** Any act, practice, or course of conduct which is not job related and which constitutes or results in inequality of treatment of any person or group of persons because of race, color, religion, national origin, sex, age, of functional limitation as defined in applicable State and Federal law.
- Sec. 222** **Dismissal:** Removal for cause from office or employment, unless otherwise specified.
- Sec. 223** **Division:** A major unit within a department or agency.
- Sec. 224** **Eligible:** Any person placed on an eligible list with a passing score.
- Sec. 225** **Eligible List:** A list of persons by classification who have qualified through examination for appointment.
- A. Classification Reinstatement List - A list of employees demoted due to a reduction in workforce. To remain on a classification reinstatement list, a person must maintain status as a regular County employee.
 - B. Agency/Department List - A list of employees in an agency/department qualified by examination for promotional appointment to a position in the department/agency. To remain on an agency/departmental list, a person must hold status within the County service. For persons on an agency/departmental eligible list who do not currently hold status in the agency/department, such

persons shall have their names certified for selection only if the regular position to be filled is vacant.

- C. Countywide List - A list of County employees qualified by examination for promotional appointment to a position in a department/agency. To remain on the Countywide list, a person must hold status within the County service.
- D. Re-employment List - A list for each classification of persons eligible for re-employment.
- E. Reinstatement List - A list for each classification of persons eligible for reinstatement.
- F. Open List - A list of persons qualified for employment in a classification as a result of an open examination.

Sec. 226 **Employee:** Except for elected officials, a person employed by the County of Ventura.

Sec. 227 **Employment Standards (Minimum Qualifications):** The minimum experience, educational, physical, medical, licensure, certification, training standards and/or requirements, and required skills, knowledge and abilities for a classification as established by the Director-Human Resources.

Sec. 228 **Examination:** The process used to qualify a person for employment or to make any differentiation between applicants.

Sec. 229 **Extra Help Employee:** A person employed for temporary work on a day-to-day basis.

Sec. 230 **Extra Help Position:** A position intended to be occupied on less than a year-round basis to cover seasonal peak workloads, emergency extra workloads of a limited duration, necessary vacation relief, and other situations involving a fluctuating staff.

Sec. 231 **Fixed Term Employee:** All employees who hold an appointment in a fixed term position. Such appointments are made from appropriate eligible lists and subject to conditions set forth for regular classified employees. (Adopted 7/31/84)

Sec. 232 **Fixed Term Position:** A position designated by the Director-Human Resources or Board of Supervisors to which persons may be appointed for fixed terms not to exceed three (3) years. (Adopted 7/31/84)

- Sec. 233** *Immediate Family:* The husband, wife, parent, brother, sister, child, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, or sister-in-law of an employee.
- Sec. 234** *Intermittent Employee:* A person employed for intermittent/temporary work on a day-to-day basis.
- Sec. 235** *Layoff:* Termination of services, without fault on the part of the employee, because of lack of work, lack of funds, or in the interest of economy.
- Sec. 236** *Leave of Absence:* An authorized absence from duties with or without pay.
- Sec. 237** *Memorandum of Understanding or Agreement:* Means an agreement between the parties reduced to writing subject to approval of the Board of Supervisors.
- Sec. 238** *Officer:* An elected or appointed department/agency head enumerated in Section 24000 of the California Government Code and such other officers as are provided by law.
- Sec. 239** *Performance Report:* A periodic evaluation of an employee's work reflected on forms approved by the Director-Human Resources.
- Sec. 240** *Permanent Employee:* An employee who has completed an initial probationary period.
- Sec. 241** *Human Resources Department:* The County department responsible for the recruitment, examining, classification, recordkeeping, and other personnel functions.
- Sec. 242** *Director-Human Resources:* The title of Director-Human Resources refers to the person occupying that classification or his designee.
- Sec. 243** *Position:* An aggregation of tasks and responsibilities requiring the services of one individual.
- Sec. 244** *Probationary Employee:* A person appointed through a certification to a classified position who has not held permanent status in the classified service immediately prior to such appointment.
- Sec. 245** *Probationary Employee - Promotional:* A person appointed through a certification to a classified position who has held permanent status in the classified service immediately prior to such appointment.

- Sec. 246** **Probationary Period:** Unless otherwise specified, the trial period during the first six months (or 1,040 hours exclusive of overtime) of employment following appointment from an eligible list to a classification in the County service.
- Sec. 247** **Promotion:** Appointment from a position in one class to a position in a class which has a higher salary range.
- Sec. 248** **Provisional Appointments:** The conditional appointment, pending an examination, of a qualified person to fill a position for which no appropriate eligible list exists
- Sec. 249** **Recruitment:** The process used to attract qualified persons to apply for employment or promotion.
- A. Agency/Department Recruitment - A recruitment open only to those persons who hold status in the County service and who also hold status in the agency/department for which the examination is being conducted.
 - B. Countywide Recruitment - A recruitment which is open only to persons who hold status in the County service.
 - C. Open Recruitment - A recruitment open to any applicant.
- Sec. 250** **Re-employment:** The reappointment, within two years, of a former permanent employee who has been laid off.
- Sec. 251** **Regular Employee:** All employees who hold an allocated full time or part time position in the County budget excluding but not limited to extra help, fixed term, or intermittent employees, or enrollees in training programs, and independent contractors. (Amended 7/31/94)
- Sec. 252** **Reinstatement:** The reappointment of a person who held permanent status in a position prior to termination.
- Sec. 253** **Salary Advancement:** A salary increase based upon satisfactory performance, recommended by the appointing authority.
- Sec. 254** **Selective Certification:** The certification of an eligible by specific agency/department and/or geographic location; or certification based on bona fide occupational qualifications.
- Sec. 255** **Separation:** Any termination of employment.
- Sec. 256** **Specification:** The official description of a job classification.

- Sec. 257** **Standing:** The position of each person on an eligible list fixed in accordance with his final examination score, reinstatement date or re-employment status.
- Sec. 258** **Status:** The condition of an employee's present employment, such as provisional, probationary, or permanent.
- Sec. 259** **Suspension:** An involuntary, disciplinary absence without pay imposed on an employee by an appointing authority.
- Sec. 260** **Test Validation:** The process by which any test is shown to predict job performance or measure actual skills, knowledge, and/or abilities which are necessary to perform a particular job. The typical methods utilized in validating examinations are construct, content, and criterion related validity.
- Sec. 261** **Uninterrupted Employment:** Continuous County service from the date of employment, except by authorized absence.
- Sec. 262** **Unrepresented Employee:** An employee in a classification not represented by a recognized employee organization.
- Sec. 263** **Vacancy or Vacant Position:** Any unfilled position which has been allocated by the Board in the classified service.
- Sec. 264** **Voluntary Demotion:** The assignment of an employee to a lower classification in the County service at the employee's request.
- Sec. 265** **Y-Rate:** A policy concerning a salary placement as a result of reclassification to a lower position.

ARTICLE 3 RECRUITMENT

- Sec. 301** **Purpose:** To attract and induce qualified persons to apply for employment or promotion.
- Sec. 302** **Content of Announcements:** The Director-Human Resources shall prepare announcements of examinations.
- A. For open recruitments, the announcements shall contain at least the job title, classification, rate of pay, the minimum employment standards, and the final filing date.

- B. For county-wide promotional and agency/departmental promotional recruitments, the announcement shall contain at least the following:
1. The title, class, minimum rate of pay, and minimum employment standards for the job to be filled;
 2. The date, hour and place where such examination will be held or instructions concerning the announcement of such information;
 3. The period during which applications for examinations will be received and where and how they shall be filed;
 4. The scope of the examination, weights of the various parts of the test, and a statement of typical duties of the job;
 5. Any special physical, medical or examination requirements, where such requirements are to be included in the examination, and such special employment standards as to education, training or experience;
 6. Any additional restrictions as to who may apply for the position.

Sec. 303 *Modification of Employment Standards:* The Director-Human Resources may modify the minimum experience and education requirements for a class if the resulting requirements for the class are substantially equivalent to the approved classification specification and are printed on the examination announcement.

Sec. 304 *Posting and Distribution of Announcements:* Determination of the final filing date and the distribution of announcements shall be made by the Director-Human Resources. Recruitments shall be conducted in such a manner as to insure that a sufficient number of qualified persons apply to meet the employment needs of the County. The length of agency/departmental promotional and countywide promotional recruitments shall be a minimum of ten (10) working days. Each County agency/department and each major division thereof, as well as each recognized employee organization, shall receive a minimum of one (1) copy of each announcement for distribution and posting. The length of an open recruitment shall be a minimum of five (5) working days.

Sec. 305 ***Paid Advertisements:*** The Director-Human Resources may, at his discretion, authorize advertising in appropriate media and avail himself of other means of informing the public of job opportunities.

Sec. 306 ***Types of Recruitments:*** Recruitments may be conducted in any of the following manners:

- A. Open Recruitment - A recruitment open to any applicant.
- B. Countywide Promotional Recruitment - A recruitment which is open only to persons who hold status in the County service. Provisional and extra help employees and enrollees in training and work programs shall not be eligible to compete in the County promotional examinations.
- C. Agency/Departmental Promotional Recruitments - A recruitment open to only those persons who hold eligible status with the County service and who also hold eligible status in the agency/department for which the examination is being conducted. Provisional and extra help employees and enrollees in training and work programs shall not be eligible to compete in agency/departmental examinations.

Sec. 307 ***Determination of Type of Recruitment:*** Upon recommendation of the appointing authority, the Director-Human Resources shall determine whether an agency/departmental promotional, countywide promotional or open recruitment shall be conducted. Such determination shall be in accord with the best interests of the County. Where a sufficient number of employees holding status in lower positions have the requisite skills, knowledge and abilities for the vacancies, a strong consideration shall be given to conducting a countywide promotional or agency/departmental promotional recruitment. However, vacancies in appointed Department or Agency Head positions or interim appointive elective Department Head positions, may be filled through open recruitment.

Sec. 308 ***Non-Discrimination in Recruitment:*** Recruitment activities of the County shall be conducted in such a manner as to attract qualified applicants without regard to race, color, national origin, religion, sex, age or functional limitation unless such functional limitation would prevent the applicant from performing the required functions of the position. To enhance non-discrimination in the recruitment efforts of the County, the Director-Human Resources may request the assignment of persons currently employed by the County to the County's recruitment activities. Such activities shall be conducted on County time and shall be reasonably controlled.

Sec. 309 *Recruiting Salary:* In all instances, the recruiting salary shall be at the minimum rate of the salary range for the position unless a hiring rate at some other point within the salary range has been authorized by the Director-Human Resources or the Board of Supervisors. The Director-Human Resources may approve appointments up to the midpoint of the range. Appointments beyond the midpoint of the range require the approval of the Board of Supervisors.

**ARTICLE 4
APPLICATIONS**

Sec. 401 *Application Forms:* An application form, as approved by the Director-Human Resources, shall be submitted by each applicant for each examination.

Sec. 402 *Filing Date:* Unless otherwise indicated on the announcement, applications must be filed and received on or before the final filing date and the location or locations designated. A filing date may be extended by the Director-Human Resources.

Sec. 403 *Verification of Information:* Information given in an application may be verified by the Director-Human Resources, and the applicants for the positions requiring special qualifications may be required by the Director-Human Resources to provide documentary evidence or a satisfactory degree of education, training, experience or licensing.

Sec. 404 *Application Confidential:* The name or identity of an applicant for an examination or of a person who has failed the examinations shall not be made public without his written consent and the written consent of the Director-Human Resources.

Sec. 405 *Non-discrimination:* No person applying for a position shall in any way be discriminated against because of race, color, national origin, religion, sex, age or functional limitation, as defined in applicable State and Federal law.

Sec. 406 *Amended Applications:* Minor defects or omissions in an application on file may be corrected or supplied only after special permission from the Director-Human Resources has been granted. Such amendments may be made after the final filing date of the recruitment. The date of the change of the original application shall be written on the original application form and endorsed thereon.

Sec. 407 **Residence:** An appointing authority shall not require an employee to be a resident of Ventura County. An appointing authority, with the approval of the Director-Human Resources, may require an employee to reside within a reasonable distance of his duty station.

Sec. 408 **Disqualification:** The Director-Human Resources may refuse to examine or continue to examine an applicant or to certify an eligible who:

- A. Fails to meet any of the minimum employment standards or qualifications for the position for which he applies.
- B. Is physically or mentally unfit to perform the duties of the position for which he seeks appointment.
- C. Is addicted to the use of intoxicating beverages, narcotics or habit forming drugs.
- D. Has been convicted of a criminal offense involving moral turpitude.
- E. Has been dismissed for good cause from the County service or has resigned from County service in order to avoid dismissal.
- F. Has made a false statement as to any material matter, or has failed to disclose a matter under circumstances which warrant disclosure.
- G. Has practiced or attempted to practice any deception or fraud in his application, examination, or any other matter related to securing eligibility or appointment.
- H. Has failed to complete his application as required within the prescribed time limit.
- I. Fails to take and pass any examination or portion of the total examination for the position.

Sec. 409 **Applications of Disqualified Applicants:** Applications of persons who have been disqualified shall not be used for any other examination, but shall be cancelled. Similarly, applications of persons who have failed to appear for examinations shall not be used for any other examinations, but shall be cancelled.

Sec. 410 **Notification of Disqualified Applicant:** Notice of disqualification of an applicant shall be mailed to each disqualified applicant within twenty-one (21) days of the date of disqualification or concurrently with notification of eligibles.

Sec. 411 **Applications Not To Be Returned:** Applications, whether accepted or rejected, shall not be returned.

Sec. 412 **Grandfather Clause:** An employee who desires to compete in a promotional examination under educational requirements higher than those existing at the time he entered the lower related class may be permitted to compete, provided that, in the opinion of the Director-Human Resources, he has sufficient applicable experience in the employment of the County to substitute for the education lacked. Experience may be substituted only on the basis of a minimum of one year thereof for each year of education lacked.

ARTICLE 5 EXAMINATIONS

Sec. 501 **Purpose:** To test the knowledge, skills, abilities and fitness of persons seeking employment or promotions to ascertain the best qualified applicants.

Sec. 502 **Nature of Examinations:** All examinations shall be devised to ascertain as far as practical the capacity of the applicant to perform the work of the classification or position and shall be conducted in a fair and reasonable manner.

Sec. 503 **Non-Discrimination:** No examination or test shall be designed, used, or result in discrimination against any person because of their race, color, religion, national origin, sex, age, or functional limitation. No examination shall be administered for any County position until a thorough job analysis has been completed, job-related performance elements have been determined and reasonable content or construct validity is evident.

Sec. 504 **Preparation of Examination:** The Director-Human Resources shall prepare or acquire all examinations given.

Sec. 505 **Participation in Examination Procedures:** County employees may be called upon by the Director-Human Resources to assist in examination procedures with the approval of their Department or Agency Head; however, such County employees shall not both devise a specific examination as defined in Section 508 of these Rules and Regulations and score or rate said examination.

If the Director-Human Resources determines that the participation of a current employee of the Agency/Department for which the recruitment is

being conducted is necessary to enhance the quality and validity of an Agency/Departmental promotional examination, then no more than one (1) such employee may participate as a rater in an oral examination. The Agency/Departmental employee who is to serve as a rater in the oral examination shall be selected by the Director-Human Resources and shall not be the employee responsible for final selection, nor shall such rater be the examinee's immediate supervisor.

Sec. 506 **Examination Schedules:** The Director-Human Resources shall schedule examinations in accordance with current and anticipated needs of the service. Scheduled examinations may be postponed or cancelled by the Director-Human Resources by notifying in advance all persons affected and posting public notice of the cancellation.

Sec. 507 **Continuous Testing:** Examinations may be administered on a continuing basis.

Sec. 508 **Types of Examinations:** Any device which is used to select a person for employment or used to make any differentiation between applicants is an examination. The results of examinations may be either scored ratings or pass/fail decisions concerning inclusion or exclusion for the remainder of the examination process. The Director-Human Resources may administer any appropriate device including but not limited to the following:

- A. Application Screening - The process by which candidates' applications, resumes or other required documentation are evaluated on a comparative basis against pre-established criterion.
- B. Oral Examinations - A test where questions, situations or role plays are submitted to an applicant or a group of applicants by a person or group of persons and the candidate's responses and observable behaviors to these situations and questions form the basis upon which the candidate is rated.
- C. Physical Performance Examination - A test composed of one or more events which require candidates to display their physical skills, strength, stamina or endurance, agility and/or speed.
- D. Practical Examination - A job task sampling where essential job duties and the job environment are simulated and the candidates are required to perform these job tasks while being observed by raters. The method of completing the tasks, the time required, and the final product are scored and evaluated. Practical examinations may also encompass actual job performance in the position and/or successful completion of any required job training.

- E. Promotability Review - A scored rating of candidates for promotional examinations where each candidate's previous on-the-job performance, educational and experienced background, and other job-related life experiences, which have been documented or observed, are rated by employee's supervisors, outside experts, or managers of the Department/Agency for which the promotional recruitment is being conducted. A Promotability Review Examination shall not be the sole testing device used in any examination to develop an eligible list.
- F. Questionnaire Examination - A form of written examination where applicants are required to submit additional information at the time of application which is elicited by means of written questions or statements.
- G. Total Assessment Examination - An examination process which evaluates candidates by using a combination of testing instruments which may include, but is not limited to, practical, written, oral, reference, and promotability review examinations.
- H. Written Examinations - A paper and pencil test which may include any portion or combination of the following types of items.
 - 1. True/False
 - 2. Multiple Choice
 - 3. Matching
 - 4. Completion
 - 5. Essay

Sec. 509 ***Retest Policy - Written Examinations:*** Unless an exception is approved by the Director-Human Resources, no applicant may take the same written examination more than four (4) times within a calendar year except on open examinations where there will be no limit on the number of times an examination can be taken.

Sec. 510 ***Promotion in an Underfill Situation:*** Whenever an employee is filling a position in a classification lower than that of the authorized allocation, an underfill situation exists. To be eligible for promotion to a higher allocation level, the employee must have either originally competed for appointment to the underfill position or must successfully compete with other candidates for the promotion to the higher allocated classification. In no case shall an employee in an underfill situation be promoted without a competition as described above. If a position which is being under filled is allocated at a higher level and if the employee in the underfill situation is satisfactorily and substantially performing the duties of the higher classification, and if the employee in the underfill situation meets the

established minimum employment standards for the higher classification, then such employee shall be promoted, provided that the other provisions of this section are met.

Sec. 511 **Promotion by Nomination:** Whenever there are three or fewer qualified applicants or whenever there are three or fewer qualified employees in an agency/department who file application for examination, the appointing authority may, upon written justification and approval of the Director-Human Resources conduct a selection interview. If the decision of the appointing authority is unsatisfactory to a competing employee, he may petition within seven calendar days to the Civil Service Commission.

Sec. 512 **Suspension of Examination:** In the event of the creation of a new classified position or of a vacancy in any classified position requiring peculiar and exceptional qualifications of a scientific, professional, or expert nature, upon satisfactory evidence that a competitive examination is impractical, and that the position can be filled by a person of recognized attainment, the competitive examination may be suspended by the Director-Human Resources. No such suspension of examination shall be general in its application to such position. The Director-Human Resources shall report to the Board of Supervisors the reasons for suspension of any examination. The foregoing provisions are not applicable to newly created positions or vacancies in appointive or appointive interim elective department head vacancies.

Sec. 513 **Examination Scores:** Unless otherwise provided on the examination announcement, applicants shall be required to attain a passing score of not less than seventy percent (70%) on each part of an examination in order to be placed on the eligible list. However, the Director-Human Resources may increase or decrease the minimum score required for an examination by no more than ten percent (10%). An explanation of such action shall be placed on file by the Director-Human Resources. The determination to increase or decrease the required minimum score shall be made in accordance with the following factors:

- A. Difficulty of examination.
- B. Quality of competition.
- C. Current needs of the County service.

Sec. 514 **Examination Weights:** The Director-Human Resources shall determine the weight of each part of an examination.

Sec. 515 **County Service Points:** In open examinations, additional credit in the amount of five percent (5%) of the maximum score attainable shall be

given to all eligible County employees who have attained permanent status. Provisional, extra help employees and enrollees in training and work programs are not eligible to receive this additional credit. Such credit shall only be allowed if the employee attains a passing score on each phase of the examination. No credit shall be given in a Countywide or agency/department promotional examination. Credit available pursuant to this section is an alternative to Veteran's preference credit provided in Section 517 and both cannot be given simultaneously to an employee or applicant.

Sec. 516 ***Veteran's Points:*** Any person who has been discharged or released under condition other than dishonorable within fifteen (15) years of the final filing date for the position being examined, and who enters a competitive Civil Service Examination for entry level and trainee classifications as designated by the Director-Human Resources, shall receive a preferential credit of five percent (5%) of the maximum score attainable in the examination. Persons retired with pension from the various military services shall not receive this preferential credit. Notwithstanding their date of discharge, veterans who have a service-connected disability rating of twenty percent (20%) or more shall be eligible to receive this preferential credit. Such credit shall be allowed only if the veteran attains a passing score in each phase of the examination. No veteran's credit shall be given in a Countywide or agency/departmental promotional examination. Presentation of discharge papers or a certified copy thereof for inspection by the Director-Human Resources prior to the final filing date of the announcement shall be required of all applicants seeking Veteran's preference credit.

Sec. 517 ***Final Examination Scores:*** In order to be placed on the eligible list for the classification, each applicant must attain a final examination score of seventy percent (70%) or more. For the purpose of determining the standing in which an eligible is placed, only the final examination score shall be rounded off to the nearest whole number.

Sec. 518 ***Standings:*** Final examination scores inclusively of 95% to 100% shall fall in Standing No 1; scores from 90% to 94% shall fall in Standing No. 2; scores from 85% to 89% shall fall in Standing No. 3; scores from 80% to 84% shall fall in Standing No. 4; scores from 75% to 79% shall fall in Standing No. 5; scores from 70% to 74% shall fall in Standing No. 6.

Sec. 519 ***Notice of Results:*** As soon as the eligible list is established, each applicant who took the examination shall be notified by mail whether he passed or failed, and, if he passed, his final examination score and his relative position on the eligible list.

- Sec. 520** **Written Examination Review:** Except when the County is subject to contractual limitations with test publishers, any person who took a written examination may inspect the records of his rating and review his answer sheet and a keyed correction overlay within a period twelve (12) calendar days from the date of written notification of the results. The Director-Human Resources shall, upon written request by an applicant, authorize another person to review the applicant's rating records and examinations. An applicant shall not have the right to re-examine the test questions.
- Sec. 521** **Oral Examination Review:** Access to individual oral examination rating forms and tape recordings of oral examinations shall not be granted to persons other than the Director-Human Resources, his designated representative, or the Civil Service Commission, unless subpoenaed by a court of competent jurisdiction. The Director-Human Resources, or his representative, shall summarize oral ratings and comments for applicants, or his designated representative, upon request. Such request for review and summation must be made by an applicant within a period of seven (7) calendar days from the date that the written notification of the results of the examination was mailed to the applicant.
- Sec. 522** **Promotability Examination Review:** Any candidate who participated in a promotability review examination may inspect the records of his ratings. Access to individual promotability review rating forms will not be granted to persons other than the Director-Human Resources, his designated representative, or the Civil Service Commission, unless subpoenaed by a court of competent jurisdiction. The Director-Human Resources, or his representative, shall summarize promotability ratings and comments for applicants, upon request. The inspection of the rating records as well as the request for summation must be made within a period of twelve (12) calendar days from the date that the written notification of the results of the examination was mailed to the candidate.
- Sec. 523** **Examination Appeal Procedure:** Within twelve (12) calendar days after notice of results has been mailed in accordance with Section 520, an applicant may appeal the examination ratings to the Director-Human Resources. The appeal shall be in writing and shall provide the facts, information or circumstances upon which the appeal is made. At his discretion, the Director-Human Resources may, with proper cause and reasonable notice, suspend, cancel, discontinue and/or invalidate any examination process, part thereof, to avoid, correct, or redress any fraud, favoritism, failure to follow proper exam procedure, or discrimination in such process.
- Sec. 524** **Basis for Appeal:** Basis for appeal is appropriateness or correctness of item or items in written examinations; fraud, favoritism or other non-merit factors involved in the oral examination interview.

Sec. 525 *Review by the Director-Human Resources:* Within seven (7) calendar days after receiving the appeal, the Director-Human Resources or his designated representative will meet with the appellant and discuss the appeal. The Director-Human Resources shall give his written decision within ten (10) calendar days after the discussion. If the decision rendered by the Director-Human Resources is unsatisfactory to the appellant, he may petition in writing for a hearing within seven calendar days to the Civil Service Commission.

Sec. 526 *Examination Records:* Examination rating records may not be destroyed earlier than three (3) years after the eligible list has been established.

Sec. 527 *Time Off for Examinations:* Any regular employee shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations administered by the County Human Resources Division for County positions, in the same or similar series within which he is classified. The appointing authority may authorize an employee time off with pay to take County examinations for positions in a classification series different from the one in which he is classified.

ARTICLE 6 MEDICAL EXAMINATIONS

Sec. 601 *Purpose:* The County shall conduct medical examinations to determine the physical and mental fitness of employees and candidates in regards to prescribed minimum medical standards and to place such people in positions most advantageous to the County and the employee. Moreover, the examinations will assist in the economical administration of the County's group insurance, worker's compensation, retirement and sick leave benefits.

To accomplish these purposes and to meet the intent of law governing the employment of qualified handicapped or disabled persons, minimum medical standards shall be job-related for each position in the County service.

Sec. 602 *Medical Examinations:* All candidates, except as noted in Sections 604, 605, and 606, shall successfully complete a medical examination by a County-appointed physician or designated examiner prior to appointment. It is the responsibility of the appointing authority to insure that the candidate completes the medical examination process. If Federal or State law specifies other medical examination requirements, such law shall prevail.

Sec. 603 **Medical Standards:** Successful completion of the examination will depend on the determination that the person meets the minimum medical standards. The Director-Human Resources, upon the recommendation of the Director of Employee Health Services, shall establish the minimum medical standards.

Sec. 604 **Emergency Appointments:** In emergency or unusual situations, where an immediate appointment must be made for the convenience of the County and a medical examination cannot be completed prior to such appointment, the Director-Human Resources may approve a provisional appointment subject to the candidate successfully completing the medical examination.

Sec. 605 **Elected Officials:** Elected officers designated under Section 1347-1, Classified Service of the Civil Service Ordinance, who are members of the County retirement system, are not required to pass the medical examination but shall be required to complete an examination for the purpose of obtaining a medical history.

Sec. 606 **Other Appointments:** The medical examination for reinstated, temporary, part time (less than 20 hours per week), and extra help appointments may be waived by the Director-Human Resources if, at his discretion, it would be in the best interest of the County to do so.

The Director-Human Resources may waive the medical examination for elected officials or appointed individuals designated in Section 1347-1, Classified Service, of the Civil Service Ordinance who are not members of the County retirement system,

Sec. 607 **County Employees:** Employees who are promoted, demoted, transferred or reassigned to another position may be required to successfully complete a new medical examination if the new position has more stringent medical requirements than the former.

Sec. 608 **Director of Employee Health Services:** The Director of Employee Health Services shall determine if the applicant or employee meets the prescribed medical standards for the position.

Sec. 609 **Disqualified Candidates:** If the applicant or eligible fails to meet the standards, his name shall be:

- A. Removed from the eligible list by the Director-Human Resources;
or,

- B. Withheld from certification by the Director-Human Resources until the eligible (candidate) does meet the required standards.
- C. An applicant or eligible removed from the list may appeal his removal to the Civil Service Commission within ten (10) days of receipt of the notice of removal. Costs incurred shall be at the expense of the appellant.

Sec. 610 ***Special Medical Examinations:*** An employee may, at the discretion of the appointing authority or Director-Human Resources, be required to successfully complete a medical examination when the employee's medical condition is believed to hamper his ability to perform his normal duties or where impairment may be hazardous to him or his fellow employees.

Sec. 611 ***Dismissal:*** If the Director of Employee Health Services determines that an employee does not meet the medical standards for his position, he shall notify the Director-Human Resources and the appointing authority who may, at their discretion, dismiss, demote, transfer or place said employee on leave of absence. The employee shall be given every consideration to transfer to another position for which he is qualified. The employee shall also be subject to the provisions of the Ventura County Retirement Act and the Workers' Compensation Insurance Act, when applicable.

ARTICLE 7 ELIGIBLE LISTS

Sec. 701 ***Purpose:*** To establish a record of the best qualified applicants and to specify the types and priority of lists.

Sec. 702 ***Order of Eligibles:*** Eligibles on open, Countywide promotional, and agency/departmental promotional lists shall be ranked in order of their final examination scores.

Sec. 703 ***Effective Date of Eligible Lists:*** Upon completion of the examination, the Director-Human Resources shall establish an eligible list composed of the applicants passing the examination. The date that the eligible list is established is the date that it becomes effective. Certification to a department or agency shall be made immediately upon request for such certification.

Sec. 704 ***Abolishing of Lists:*** Any eligible list may be abolished in accordance with the following:

- A. On the date a new examination is announced if a different test is administered. Any person whose name remains on the list shall be notified of such abolishment and of the new examination. Eligibles on a promotional Eligible List shall be sent a copy of the announcement for the new examination.
- B. If fewer than three names remain on the eligible list, the appointing authority may request the establishment of a new list.
- C. Whenever the list is one year old and without any other consideration. The eligibles shall be so notified.
- D. In no case shall an eligible list be maintained for longer than two years.
- E. If the same or alternate form examination is administered, the names remaining on the list shall be integrated by score and the persons so notified. Such integration may be effected twice for any given examination.

Sec. 705 ***Eligible List Confidential:*** Eligible lists are confidential and the relative position of any eligible on a list or a score shall not be made available except to the eligible, his designated representative or the authorized representative of the department or agency to whom the person has been certified.

Sec. 706 ***Priority of Lists:*** The order of priority of eligible lists for certification to an appointing authority shall be:

Classification Reinstatement List;
 Re-employment List;
 Agency/Department Promotional List;
 Countywide Promotional List;
 County Service Reinstatement List;
 Apprenticeship/Work Training Lists; and
 Open List.

Sec. 707 ***Classification Reinstatement List:*** All persons who have been demoted to a lower classification as a result of a reduction in workforce shall have their names placed on a Classification Reinstatement List for the classification from which they were demoted. There shall be two classification reinstatement lists: one which includes only the names of the demoted employees within a department or agency, and the other which has the names of all other County employees who were demoted from the specific classification. The department/agency classification reinstatement

list shall have priority over the countywide classification reinstatement list. Eligibles on the Classification Reinstatement List shall be ranked in reverse order of the order of their demotions. Each person's name may remain on such list for a period of two years following the date that their name was placed on such eligible list, or until they have been reinstated to the classification from which they were demoted, or until their name has been removed from the eligible list in accordance with the provisions of Section 717, whichever occurs first. To remain on a Classification Reinstatement List, a person must maintain status as a County employee.

- Sec. 708** ***Re-Employment List.*** All persons who have been laid off as a result of a reduction in workforce shall have their names placed on a re-employment eligible List for the classification in which they were employed immediately prior to being laid off and for all classifications in which they previously held permanent status prior to being laid off. There shall be two Re-employment Eligible Lists: one which includes only the names of the laid off employees within a department or agency, and the other which has the names of all other County employees who were laid off. The department/agency re-employment eligible list shall have priority over the countywide re-employment list. Eligibles on the re-employment list shall be ranked in reverse order of the order of layoff. Each persons' name shall remain on such list for a period of two years following the date that their name was placed on such eligible list, or until they have been re-employed, or until their name has been removed from the eligible list in accordance with the provisions of Section 717, whichever occurs first.
- Sec. 709** ***Agency/Department Promotional List.*** An eligible list for a classification composed of all applicants who passed an agency/departmental promotional examination. To remain on the agency/departmental list, a person must hold status within the County service. For persons on an agency/departmental eligible list who do not currently hold status in the agency/department, such person shall have their name certified for selection only if the regular position to be filled is vacant.
- Sec. 710** ***County-Wide Promotional List.*** An eligible list for a classification composed of all applicants who passed a countywide promotional examination. To remain on the countywide list, a person must hold status within the County service.
- Sec. 711** ***Open List.*** An eligible list composed of all applicants who passed an examination for a classification.
- Sec. 712** ***County Service Reinstatement List.*** As an alternative to appointment from an eligible list, other than a classification reinstatement or re-employment list, a position may be filled by reinstatement. All persons who are eligible for County service reinstatement in accordance with

Article 15, Section 1502 of these rules shall have their names placed on a County Service Reinstatement List. Each person's name shall remain on such list for a period of one year following the date that their name was placed on such eligible list or until they have been reinstated to the County service, whichever occurs first, or until their name has been removed from the eligible list in accordance with the provisions of Section 717.

Sec. 713 ***Apprentice/Work Training List.*** Any person who has satisfactorily completed a minimum of six (6) months of County service through participation in any apprenticeship program or any other federal, state, local training or work program approved by the Board of Supervisors may be placed on an Apprentice/Work Training List with the approval of Director-Human Resources. The request for placement on an Apprentice/Work Training List shall be in writing and shall include a completed, written County Performance Review. Satisfactory completion of the County service training period shall constitute the examination process. All minimum requirements for the class shall be met upon satisfactory completion of the apprenticeship or Work Training Program. Each person's name shall remain on such list for up to one year following the date that their name was placed on such eligible list or until they have achieved status in the County service, whichever occurs first, or until their name has been removed from the eligible list in accordance with the provisions of Section 717.

Sec. 714 ***Transfer.*** As an alternative to appointment from an eligible list, a position may be filled by transfer. All transfers must have the written approval of the appointing authorities concerned and the Director-Human Resources. Transfer is a change from one public agency to another or from one department to another in the same or similar classifications. It is also a change from one class to a similar class within a department or agency. A person so transferred must meet the employment standards for the classification. The releasing appointing authority shall release the transferee within thirty days after being accepted by the accepting appointing authority.

Sec. 715 ***Disability Reassignment.*** As an alternative to appointment from an eligible list, a position may be filled by reassignment of a permanent or probationary employee to another position upon his request with the consent of the appointing authorities involved and the Director-Human Resources, if he has become unable to perform the responsibilities of his position because of accident or disability. An employee so incapacitated may be reassigned to a classification if it is determined that he is qualified to perform the new responsibilities.

Sec. 716 ***Provisional Appointments:*** If the appointing authority believes that there are compelling reasons for filling a vacancy and there is no eligible list, he

may temporarily employ any person who meets the minimum requirements for the class to fill the vacancy pending the establishment of an eligible list.

Sec. 717 ***Removal of Names from Eligible List.*** The name of an eligible may be removed from any eligible list by the Director-Human Resources whenever:

- A. The eligible submits a written notice waiving certification; or
- B. The eligible fails to respond to the written certification notice; or
- C. Upon presentation of written, satisfactory information verified by the Director-Human Resources that there is sufficient reason for not employing the eligible; or
- D. The eligible refuses an offer of employment three times; or
- E. The eligible is determined to be unacceptable and is disqualified for appointment by three appointing authorities after certification from the eligible list; or
- F. The eligible has practiced or attempted to practice any deception or fraud in any matter materially related to securing eligibility or appointment.

The eligible shall be notified in writing by the Director-Human Resources of his removal from the eligible list.

Sec. 718 ***Restoration to Eligible List.*** The Director-Human Resources, upon recommendation of the appointing authority, may restore a separated probationary employee to an eligible list from which he was appointed for future certification if the circumstances of his separation, in the opinion of the Director-Human Resources, warrants such action.

ARTICLE 8 CERTIFICATION

Sec. 801 ***Purpose:*** To refer for each vacancy the best qualified persons available.

Sec. 802 ***Requisitions:*** Each appointing authority shall notify the Director-Human Resources in writing of his personnel requirements as far in advance as possible in order that sufficient time will be available to establish eligible lists for certification.

Sec. 803 **Certifications:** The Director-Human Resources is responsible for certifying eligible candidates for selection by the appointing authority in the following manner:

- A. For open, Countywide and agency/department eligible lists, upon receipt of the appointing authority's request for certification, and in order of the priority of eligible lists, the Director-Human Resources shall furnish him the names and addresses of all persons in the highest standing to fill one vacancy. Names shall be submitted by standings, priority 1 through 6. The minimum number of names to be certified pursuant to this subsection shall be three (3) for the first vacancy to be filled and one additional name for each additional vacancy. If less than three names are certified, the Director-Human Resources, upon request of the appointing authority, shall furnish an additional standing.

- B. For classification reinstatement and re-employment eligible lists, upon receipt of the appointing authority's request for certification and in order of the priority of eligible lists, the Director-Human Resources shall furnish the names and addresses of three persons for each vacancy and one additional name for each additional vacancy in order of their ranking on such lists. If less than three names remain on the eligible list from which names are to be certified, the appointing authority may either accept the certification of fewer than the required number of names or request the Director-Human Resources to furnish additional names from other available eligible lists.

- C. For open eligible lists, if more than ten (10) names are eligible for certification pursuant to Section 803(a), upon request of the appointing authority, the Director-Human Resources may certify the ten (10) highest ranked candidates eligible for certification in lieu of the certification of eligibles in accordance with Section 803(a) above. The minimum number of names to be certified pursuant to this subsection shall be ten (10) for the first vacancy and one additional name for each additional vacancy. Once the method of certification, as provided in Subsections A or C of this section, has been selected, all subsequent certifications to the appointing authority from the specific open eligible list shall be made in accordance with the method previously selected, (either Subsection A or Subsection C of this section), until the particular eligible list has been abolished. If the provisions of Subsection C cannot be met, certification shall be made in accordance with Subsection A.

- D. For agency/departmental promotional eligible lists, if more than ten names are eligible for certification pursuant to Section 803A, the Director-Human Resources shall certify no more than ten names for one vacancy and three additional names for each additional vacancy. Such names shall be certified according to highest ranking. Whenever two or more applicants have the same final grade, priority shall be by random selection.

Sec. 804 **Selective Certification:** For certain classifications an eligible may request, at the time of examinations, selective certification to a specific agency/department and/or geographic location. For purposes of a bona fide occupational qualification of bilingual skill or sex, names can be selectively certified from the eligible list, upon request of the agency/department. An employee who has not been certified on the basis of a bona fide occupational qualification may, within twelve (12) days of the certification in questions, file an appeal in the same manner as provided for examination appeals by these rules and regulations. All other rules concerning certification shall apply as appropriate.

Sec. 805 **Additional Names:** Whenever an appointing authority has presented sufficient written reasons for not appointing from the eligibles certified to him, he may request the Director-Human Resources to certify additional eligibles.

Sec. 806 **Certification From Alternate Lists:** Whenever a vacancy exists for a class for which there is no eligible list, the Director-Human Resources may authorize certification of all persons in a standing from an eligible list for a higher level class in the same classification series. If there is no appropriate lists in the same classification series, certifications may be made from a list for a closely related class for which employment standards, job duties and examinations are similar to or higher than those required for the class in which the vacancy exists.

Sec. 807 **Notification of Eligibles:** Whenever the name of an eligible is certified, the appointing authority shall send a written notice to his address as it appears on the eligible list. The notice shall state the fact of certification, the title of the position, the starting and maximum rates of pay for the classification, the organization unit, and the name and business address of the appointing authority or his delegated representative. It is the responsibility of the eligible to notify Human Resources in writing of any change in address.

Sec. 808 **Time for Replying to Certification:** Such notification shall state that within ten (10) calendar days of the date that the eligible was certified, the eligible must communicate with the appointing authority to arrange for an

interview and that his failure to do so may result in the removal of his name from the list.

Sec. 809 **Selection Interview by Appointing Authority:** All of the candidates certified to an appointing authority who respond in accordance with Section 808 to the notification of certification must be interviewed by the appointing authority, unless the interview is mutually waived by the candidate and the appointing authority. However, in the case of a candidate who is not already a regular employee, the appointing authority may decline to interview said candidate if that candidate has been previously interviewed within the last year for the same or similar position and if the applicant's qualifications have not changed since the previous interview. The appointing authority shall report to the Director-Human Resources in writing the reasons for selecting the successful candidate and not selecting other eligibles who were certified, including those candidates previously interviewed. No appointing authority shall discriminate against any candidate because of race, color, national origin, religion, sex, age or functional limitation.

Sec. 810 **Report of Appointment:** The appointing authority shall report in writing to the Director-Human Resources the name or names of persons appointed, the date service is to begin, or if all eligibles are unacceptable, the reasons for not making an appointment. All applicants interviewed shall be sent written notice of the results of the interview by the appointing authority within ten working days following appointment.

Sec. 811 **Inspection of Papers:** The appointing authority may inspect all papers, records and data of eligible certified to him on file in Human Resources.

ARTICLE 9 CLASSIFICATION

Sec. 901 **Purpose:** To provide County government with an equitable and logical arrangement of classifications which will promote and increase the economy and efficiency of County service. This objective is attained by placing positions into classes and establishing the relationship between those classes.

Sec. 902 **Classification Plan:** The County Classification Plan shall consist of an orderly arrangement of all classifications except those excluded in Article 1, Section 101B, together with the appropriate class specifications approved by the Director-Human Resources.

- Sec. 903** **Number and Classification of Authorized Positions:** The number and initial classification of authorized positions shall be determined by resolution of the Board of Supervisors. No department or agency head shall hire employees in excess of the authorized positions designated by the Board.
- Sec. 904** **Classification Specifications:** All classified positions shall have a classification specification established by the Director-Human Resources. Such specification shall consist of a job title, definition of the class, examples of the typical as well as the significant duties assigned to positions in the class, distinguishing characteristics if applicable, employment standards and any other pertinent data as may be considered appropriate.
- Sec. 905** **Position Classification:** Positions involving similar duties, responsibilities and employment standards shall be included in the same classification.
- Sec. 906** **Administration of Classification Plan:** The Director-Human Resources is responsible for administering the County's Classification Plan. He shall recommend changes in the Classification Plan to meet the needs of the County and its departments and agencies. Upon order of the Board of Supervisors or the County Executive Officer, the request of a department or agency head, or upon his own initiative, the Director-Human Resources shall conduct studies of the duties and responsibilities of the various positions and recommend adjustments indicated. Such adjustments may include reclassification of the position only, or reclassification of the incumbent with position.
- Sec. 907** **Classification Review Requests:** A written request for review of an allocated position or proposed allocation in a classified service may be made to a department or agency head, Human Resources, or the Board of Supervisors, and thereafter the review shall be conducted by the Director-Human Resources as soon as possible.
- Sec. 908** **Determination of Classification Changes:** The County Executive Officer shall determine the classification changes of all positions in the County Civil Service except for positions included in studies (recommendations which relate to a substantial number of related adjustments) and those requiring the establishment of new classification titles and salary ranges. These two exceptions must be approved by the Board of Supervisors.
- Sec. 909** **Reclassification:** No change in classification of a position shall be made unless the Director-Human Resources finds:

- A. That the job duties of the position have substantially and gradually changed over a period of time to make the class specifications inaccurate and/or incomplete for that position; or
- B. The position itself was previously classified improperly; or
- C. The position has to be reclassified due to development or refinement of the classification plan.

Sec. 910 **Allocations:** The Director-Human Resources may recommend to the County Executive officer additions, deletions or changes in allocations and/or salaries due to recruitment, staffing or organizational problems.

Sec. 911 **Notification of Change:** Departments and agencies shall notify Human Resources whenever changes in individual assignments are contemplated which might affect the position classifications involved. All classification requests are to be submitted in advance of any changes in assignment.

Sec. 912 **Salary on Position Reclassification:** The salary of an incumbent, regular employee whose position is reclassified shall be determined:

- A. If reclassified to a class having the same salary range, the salary and anniversary date of the employee shall not change.
- B. If reclassified to a class having a lower salary range, the employee shall be "y" rated when his present salary exceeds the maximum of the salary range assigned the new classification to which he is being reclassified.
- C. If reclassified to a position having a higher salary range, the employee shall receive the minimum pay rate of the new salary range or 5% above his present salary, whichever is greater. In no case shall such salary increase be effective prior to the effective date of the reclassification. Affected employees shall have their anniversary date adjusted in accordance with Section 1011 and shall serve a new probationary period.

Sec. 913 **Y-Rates:** With the approval of the Director-Human Resources, an employee may be "y" rated when his present salary exceeds the maximum of the salary range assigned the new classification to which he is being reclassified. Other provisions notwithstanding, the Director-Human Resources may establish "Y" rates when downward salary movement is indicated.

**ARTICLE 10
APPOINTMENTS, GENERALLY**

- Sec. 1001** *Purpose:* To describe the types of appointments which can be made to County service, the conditions under which such appointments can be made, and the benefits to which different appointees are entitled.
- Sec. 1002** *Certificate of Director-Human Resources:* The Auditor shall not approve any salary or compensation for services for any person holding or performing the duties of any position in the classified service unless the certificate of the Director-Human Resources is on file with the Auditor to the effect that the person named therein has been appointed or employed to perform services for the County. After reasonable notice to the appointing authority, the Director-Human Resources may for proper cause remove and invalidate or suspend the effectiveness of a certificate filed with the Auditor.
- Sec. 1003** *Employment of Retirees:* Any person who has retired may be employed in a position requiring special skills or knowledge, as determined by the Director-Human Resources and the appointing authority for not to exceed ninety (90) working days in any one fiscal year and may be paid for such employment. Such employment shall not be regular permanent status and shall not operate to reinstate the person as a member of the retirement system or to terminate or suspend his retirement allowance, and no deductions shall be made from his salary as contributions to the system.
- Sec. 1004** *Persons Ineligible for Employment:* The Director-Human Resources may deny employment to any person who fails to meet the criteria specified in these Personnel Rules and Regulations or criteria established by law for the position sought.
- Sec. 1005** *Employment of Relatives:* An appointing authority shall not employ nor continue to employ a member of his immediate family in his agency/department and no compensation shall be paid to any person who is a member of the immediate family of the appointing authority. No person shall be employed in a position directly or indirectly supervised by a member of his immediate family, without the approval of the Board of Supervisors after a recommendation by the Director-Human Resources.
- Sec. 1006** *Transfer from Outside the County Service:* A person transferred from another public agency must also meet the employment standards of the classification to which he is to be transferred. A person so transferred must serve a probationary period. Previous seniority status accumulated outside the County Service will apply only for retirement purposes, if applicable, and shall not count toward total County service seniority.

Sec. 1007 **Dual Employment:** No person who is employed by one department or agency shall be hired to work simultaneously for another department or agency, or in another position within the same department or agency, without the written approval, the Director-Human Resources shall ascertain that a diligent effort has been made to hire other qualified persons and that none are available.

Sec. 1008 **Salary of New, Regular Employees:** Except as otherwise provided in Section 1009, new regular employees shall be appointed at the minimum of the salary range in effect for their particular classification.

Sec. 1009 **Advanced Salary Appointments:** The Director-Human Resources may provide that a position be filled at any point in the salary up to the midpoint of the range, or, the Board of Supervisors, upon a recommendation of the Director-Human Resources, with the approval of the County Executive officer may provide that a particular position be filled at a salary level beyond the midpoint of the salary range. An advanced salary appointment may be made when either of the following occurs:

- A. Whenever reasonable proof has been presented that no qualified person can be recruited to fill a position at the minimum rate.
- B. Whenever reasonable proof has been presented that an applicant has qualifications deserving a starting salary higher than the recruiting salary.

Sec. 1010 **Under filling Positions:** A vacant position classified at one level may be utilized by employment of a person at any lower related level class with the approval of the Director-Human Resources.

Sec 1011 **Anniversary Date:** whenever a person is appointed to and begins work in a position on or before the fifth working day of the pay period, his initial employment date for anniversary salary increase purposes shall be deemed to be the first day of that pay period during which he was employed. Whenever a person is appointed to and begins working in a position on or after the sixth working day of the pay period, his initial employment date for anniversary salary increase purposes shall be deemed to be the first day of the pay period following the date of his employment.

Sec. 1012 **Salary on Re-employment:** Employees re-entering the County service who are not being reinstated within the meaning established in these articles or re-employed following a reduction in force shall be deemed to be new employees for salary purposes and determinations concerning sick leave and vacation, except that an employee being re-employed

within three working days from the date of termination shall be deemed to have been on leave of absence without pay for such period of time.

ARTICLE 11
EXTRA HELP/INTERMITTENT/FIXED TERM EMPLOYEES
(Amended and Adopted July 31, 1984)

Sec. 1101 *Purpose:* To provide regulations which govern the employment and compensation of extra help and intermittent appointees.

Sec. 1102 *Reasons for Appointing:*

- A. Extra Help Employees - The purpose for employing extra help employees is to cover peak workloads, emergency extra workloads of limited duration, necessary vacation relief and other situations which involve a fluctuating staff.
- B. Intermittent - The purpose for employing intermittent employees is where the workload requires periodic and fluctuating augmentation on a regular basis, yet does not warrant a full-time employee or cannot be handled by additional regular employees.
- C. Fixed Term Employees - The purpose of employing fixed term employees is to fill positions of a project of limited term as designated by the Director-Human Resources or ordinance of the Board of Supervisors.

Sec. 1103 *Limitations:*

- A. Extra Help Employment - No extra help employee may be employed unless the Director-Human Resources finds that the conditions set forth in Section 1102(A) are present. No extra help employee may be employed to fill a classified position for more than thirty (30) working days other than provided for in Section 1105, if there are at least three (3) persons eligible to be certified by the Director-Human Resources for that vacancy. No person shall be employed as an extra help employee for any purpose for more than 720 hours in any one fiscal year. The Director-Human Resources may grant special authorization upon extenuating circumstances to extend extra help employment periods after receiving written justification from the appointing authority. Such special authorization shall be in writing to the appointing authority and copies shall be sent to the Auditor/Controller and any appropriate employee organization. The Auditor/Controller shall

not authorize payment to any extra help employee over 720 hours without such special authorization from the Director-Human Resources. Whenever it is determined that the extra help employee does not meet the same qualifications required for regular classified employees, he shall be terminated from County employment.

- B. Intermittent Employment - No intermittent employee shall be hired unless the Director-Human Resources finds that the conditions set forth in Section 11-2(B) are present. No intermittent employee may be employed to fill a classified position for more than thirty (30) working days other than provided for in Section 1105, if there are at least three (3) persons eligible to be certified by the Director-Human Resources for that vacancy. No person shall be employed as an intermittent employee for any purpose for more than 1664 hours in any one fiscal year. The Director-Human Resources may grant special authorization to extend intermittent employment periods upon receiving written justification from the appointing authority. Such special authorization shall be in writing to the appointing authority and copies shall be sent to the Auditor-Controller and any appropriate employee organization. The Auditor-Controller shall not authorize payment to any intermittent employee in excess of the periods specified herein without such special authorization from the Director-Human Resources.
- C. Fixed Term Appointments - No fixed term appointments shall be made to regular positions in the classified service.

Sec. 1104 **Classification of Extra Help Employees:** A department or agency head may employ these employees in any classification authorized by the Director-Human Resources within the department or agency budget for such help.

Sec. 1105 **Student Workers:** Student workers are extra help employees but may be employed for more than ninety (90) days in any fiscal year.

Sec. 1106 **Merit Increases:** Extra help employees are not eligible for merit increases. Intermittent employees are eligible for merit increases on a prorated basis as range structure permits. This eligibility is at the discretion of the appointing authority and is not regarded as a right of the employee. Fixed term employees are eligible for merit increases.

Sec. 1107 **Salary and Benefits:**

- A. Extra Help - Extra help employees shall be compensated at the minimum of the salary range or otherwise as approved by the

Director-Human Resources, and such compensation shall be considered as full compensation covering the value of vacation, sick leave, holidays and other benefits afforded regular employees.

- B. Intermittent - Intermittent employees shall be compensated at an appropriate step of the salary range and such compensation shall be considered as full compensation covering the value of vacation, sick leave, holidays, and other benefits afforded regular employees. Intermittent employees designated as "hospital employees" by the Director-Health Care Agency (according to the SEIU Memorandum of Agreement, Article 6, Section 601, and Article 11, Section 1104) will be eligible for overtime and night shift differential pay.
- C. Fixed Term - Except as otherwise provided in these articles, fixed term employees shall be treated as regular County employees.

Sec. 1108 *Special Consideration/Intermittent Only.*

- A. Intermittent employees shall be selected from an established eligible list, and be subject to the same selection criteria as regular employees.
- B. Employees working in intermittent positions, if certified to the department and employed off a regular eligible list, shall not be required to re-compete or be re-certified to transfer to regular status.
- C. Every intermittent employee shall be required to serve and pass a probationary period of 1040 hours. Upon successful completion of 1040 hours, he/she shall be eligible for compensation at an hourly rate above the first step and shall be dismissed only for cause, as specified in Ventura County Ordinance, Code Section 1234-1.4.13.1, during the period prior to the 1664 hours per year limitation or authorized extension. Such an intermittent employee shall have the right to a hearing to contest his/her dismissal in accordance with the procedure set forth in Section 2326 of these rules.
- D. Nothing contained herein shall be construed to grant regular or civil service status to any intermittent employee, nor shall it be construed to be any guarantee of assigned work hours.

Sec. 1109 *Special Considerations/Expiration of Fixed Term Appointment.* All appointments to Fixed Term positions shall expire at the end of the term designated at time of appointment; persons so separated from the service shall not be eligible for re-employment and/or reinstatement as defined in

these rules, but shall be eligible for appointment to regular positions (i.e., certified to the departments).

Sec. 1110 Benefits that have been paid to extra help employees, other than those stated in Section 1107, shall cease as of September 9, 1984.

ARTICLE 12 TEMPORARY APPOINTMENTS

Sec. 1201 **Purpose:** To provide regulations that govern the appointment and compensation of persons appointed on a temporary basis.

Sec. 1202 **Authorization for Temporary Appointments:** Any appointing authority requiring or requesting an employee to temporarily fill a vacancy caused by sick leave, leave of absence, termination or other reasons, except vacation leave, shall notify the Director-Human Resources by submitting an appointment form and an application accurately and completely reflecting the qualifications of the temporary appointee.

Sec. 1203 **Temporary Appointments and Employment Standards:** Any person who is appointed on a temporary basis must meet the employment standards required for employment in that classification. In consideration of the lack of qualified employees or other exceptional conditions, the Director-Human Resources may make an exception concerning employment standards. Such decisions must consider the qualification of other employees within the department or agency, morale, the effect of the contemplated action on productivity, its effect on employee confidence in the personnel program, the needs of County service, and the economy and efficiency in County government. Any person for whom an exception is made concerning employment standards shall be required to execute a certificate indicating that he is aware of the fact that he is ineligible to compete in the examination for this position and is nevertheless willing to accept a temporary appointment.

Sec. 1204 **Temporary Appointment to Fill a Vacancy Caused by Termination:** If the appointing authority temporarily appoints a person to fill a position vacated by termination and there is no existing eligible list for the classification which is vacant, then the appointing authority shall, at the time of the submission of the appointment and application forms, request that the Director-Human Resources schedule an examination to create eligible lists for the classification which is being temporarily filled.

Sec. 1205 **Time Limitations for Temporary Appointments:** If a temporary appointment has been made to fill a vacancy caused by sick leave, leave of absence, military leave or any authorized leave, the temporary

appointment shall be for the period of time for which leave of absence is authorized. In no case shall the temporary appointment be continued beyond the expiration of the date of the authorized leave of absence. When temporary appointments are made to fill a position vacated by termination, such temporary appointment shall not be honored for more than 90 days, unless the Director-Human Resources and the appointing authority can demonstrate adequate reasons for not being able to fill the position.

Sec. 1206 *General Treatment of Temporary Appointments:* Except as otherwise provided in these articles, persons who are temporarily appointed shall be treated in the same manner as regular County employees.

ARTICLE 13 PROVISIONAL APPOINTMENTS

Sec. 1301 *Purpose:* To provide regulations which govern the appointment and employment conditions of all persons employed on a provisional basis.

Sec. 1302 *Provisional Appointments in Lieu of Regular Appointments:* If the appointing authority believes that there are compelling reasons for filling a vacancy and there is no eligible list, he may temporarily employ any person who meets the employment standards for the classification to fill the vacancy pending the establishment of an eligible list. The appointing authority shall accompany a provisional appointment to fill a regular vacancy with a written request and the appointee's application for examination for that classification.

Sec. 1303 *Time Limitations for Provisional Appointments:* A provisional appointment shall terminate three months following the effective date or not later than 30 days after certification of an eligible list whichever is earlier. However, the Director-Human Resources may, upon satisfactory evidence being presented to him, extend a provisional appointment for a period not to exceed 60 days from the date it was to have terminated.

Sec. 1304 *Return from Provisional to Former Position:* Whenever a provisional appointee does not obtain a permanent appointment to the position occupied by him as a provisional appointee, and who had regular status in the County service prior to the provisional appointment, then he shall be reinstated to the position he held at the time he accepted the provisional appointment. If another employee is at the time occupying the position vacated by the provisional appointee, then such employee shall be returned to his previous status, if any. An appointment to a position vacated by a person appointed provisionally to another position shall be

temporary in nature until the status of the provisional appointee is determined.

Sec. 1305 *General Treatment of Provisional Appointees:* Except as otherwise provided in these articles, provisional appointees shall be treated as regular County employees.

ARTICLE 14 DISABILITY REASSIGNMENT/REAPPOINTMENT

Sec. 1401 *Purpose:* To provide a means by which employees who are disabled may continue or return to employment with the County.

Sec. 1402 *Policy:* A permanent or probationary employee or a former employee may be reassigned to another position upon his request with the consent of the appointing authorities involved and the Director-Human Resources if he has become unable to perform the responsibilities of his position because of accident, injury, disease or disability. An employee so incapacitated may be assigned or reassigned to a classification if it is determined that he is qualified to perform the new responsibilities.

Sec. 1403 *Request for Disability Reassignment:* Request for disability reassignment shall be submitted in writing and shall be accompanied by the certificate of a physician designated by the Director-Human Resources stating that the employee is incapable of performing his present duties and that he has the ability to perform the duties of the position to which he requests reassignment.

Sec. 1404 *Meeting Employment Standards:* In authorizing the reassignment of a disabled employee, the Director-Human Resources may substitute any combination of related education and experience requirements for the new classification.

Sec. 1405 *Assignment to Non-Related Classifications:* If an employee is reassigned to a non-related classification, then such an assignment shall not be above the journeyman level of the class if it results in a higher salary level. It is intended that assignments to non-related classes shall be at the entry level whenever feasible. The salary of an employee so reassigned shall be established within the range of the new classification as determined, upon recommendation of the County Executive Officer and with the approval of the Board of Supervisors.

Sec. 1406 *Probationary Period Upon Disability Reassignment:* An employee reassigned to a non-related or higher classification must serve a new probationary period.

Sec. 1407 *Disability While on Military Leave:* Any permanent employee who has become incapable of resuming his former position through disability incurred on active service with the Armed Forces while on military leave of absence from the County service, may, upon application after his separation from active military service, be reassigned under the provisions of this Article.

Sec. 1408 *Recovery From Disability:* Either former employees or employees reassigned under the provisions of this Article, upon recovery from disability and with the approval of the Director-Human Resources may be placed on the classification reinstatement list for certification to vacancies in their former classifications.

Sec. 1409 *Reinstatement of Employees Who Separated as a Result of a Disability:* Former employees are eligible for reinstatement following disability retirement. Former employees who wish to be reinstated must request in writing to the Director-Human Resources to be reinstated to the class which they held immediately prior to separation. Such written requests for reinstatement must be accompanied by a certificate from a physician designated by the Director-Human Resources that states that the employee is capable of performing the duties of the position to which he seeks reinstatement.

Sec. 1410 *Restoration of Benefits for Former Employees Returning to Work Following Disability:* Upon reinstatement to County service due to a disability reassignment or a recovery from disability, the benefits of the former employee shall be restored as listed in this section. These benefits also apply to the current County employees who have been reinstated following prior disability retirements and who are maintaining their recovery from disability.

- A. **Seniority:** Seniority status held immediately prior to separation shall be restored and all time spent on disability shall be treated as an authorized leave of absence without pay for seniority purposes.
- B. **Salary:** Salary shall be equivalent to that which they were receiving immediately prior to separation. Equivalent salary shall include negotiated salary increases granted to the job classification but shall exclude merit increases.
- C. **Vacation/Annual Leave Accrual Rates:** The vacation/annual leave accrual rate shall be restored at a rate which is the most comparable to that held immediately prior to separation.

- D. Merit Increases: For the purposes of merit increases, upon return to work of a formerly disabled employee, such employee's anniversary date shall be adjusted in accordance with applicable resolution or Memorandum of Understanding or Agreement.
- E. Sick leave: Sick leave balance held immediately prior to separation shall be restored unless said sick leave balance has been eliminated in accordance with Section 31724 of the Government code of the State of California.

ARTICLE 15 COUNTY SERVICE REINSTATEMENT

- Sec. 1501** *Purpose:* To provide a means by which persons who have resigned in good standing from County service may be reinstated to County service.
- Sec. 1502** *Persons Eligible for Reinstatement.* A permanent employee who has resigned in good standing from County service with a satisfactory performance report at the time of resignation may apply to the Director-Human Resources for reinstatement within one year from the date of his resignation. If the request is approved, the name of the applicant shall be placed on the County Service Reinstatement Eligible List for the same classification as the position from which he resigned. Such an employee shall be placed on said list as of the date the Director-Human Resources accepts his application.
- Sec. 1503** *Physician's Certification.* Each applicant for reinstatement may be required to furnish at his own expense a certificate by a physician designated by the Director-Human Resources showing that he is physically competent to perform the position to which he seeks appointment.
- Sec. 1504** *Salary on Reinstatement.* whenever an employee is reinstated to a position, he shall receive the minimum of the salary range for the position for which he is reinstated, unless an exception is recommended by the appointing authority and approved by the Director-Human Resources in accordance with Article 10, Section 1009.
- Sec. 1505** *Benefits on Reinstatement.* Whenever an employee is reinstated to a position, he shall receive no credit for sick leave or vacation accumulated prior to his resignation. He shall accrue vacation credit as if he were a new employee.

Sec. 1506 *Anniversary Date on Reinstatement:* Whenever a person is reinstated and begins working in a position on or before the fifth working day of the pay period, his anniversary date shall be deemed to be the first day of that pay period during which he was reinstated. Whenever a person is reinstated and begins working in a position on or after the sixth working day of the pay period, his anniversary date shall be deemed to be the first day of the pay period following the date of his employment.

Sec. 1507 *Probationary Period:* An employee reinstated in accordance with the provisions of this Article shall serve a new probationary period prior to gaining permanent status in County service.

ARTICLE 16 MILITARY LEAVE

Military leave will be granted as provided for by Federal and California law or as set forth in any Memorandum of Understanding or Agreement.

ARTICLE 17 LEAVE OF ABSENCE TO RUN FOR ELECTIVE OFFICE

Sec. 1701 *Purpose:* To provide a leave policy for employees who are running for elective office which would insure that participation in such an election would not disrupt the efficiency and integrity of the County service.

Sec. 1702 *Employees Affected:* An employee who is a candidate for an elective County office shall be required to take a leave of absence. Said leave of absence shall commence at least thirty (30) days prior to the date of election and shall include the privilege of using earned vacation and compensatory time credits.

Sec. 1703 *Review by the Civil Service Commission:* An employee wishing an exception to Section 1702 shall timely request in writing a review by the Civil Service Commission. The findings of the Civil Service Commission shall be announced prior to the commencement of said leave of absence. The Commission in its findings shall determine as follows:

- A. The absence of facts indicating a disruptive effect on the efficiency and integrity of the County service thus requiring that the candidate be returned to his position of employment.

- B. The presence of facts indicating a disruptive effect on the efficiency and integrity of the County service thus requiring that the leave of absence be taken.

The Civil Service Commission shall review its findings should disruptions upon the efficiency and integrity of County service occur, following a decision that the candidate be returned to his position of employment.

Sec. 1704 *Reinstatement Following the Election:* Following the date of the election, any employee who has been on a leave of absence to run for a political office shall be reinstated without penalty or forfeiture to the position he held prior to taking said leave of absence; except that an employee who is elected to a County political office shall resign from his previous position prior to the assumption of said elective office.

ARTICLE 18 SPECIAL AUTHORIZATIONS AND RESTRICTIONS

Sec. 1801 *Purpose:* To describe certain authorizations and restrictions and the conditions under which they are applicable.

Sec. 1802 *Senior Attorney Designations:* To be eligible for designation as a Senior Attorney, an Attorney must be performing in a non-supervisory assignment and must have at least six months of experience in the classification of Attorney/60 months. A Senior Attorney shall be compensated at the point in the salary range for the Senior Attorney classification designated by the Department/Agency Head. Designation as Senior Attorney shall be at the discretion of the department head, who, among other things, shall consider the excellence of professional performance of the individual attorney and the need of the County for retention. A designation as a Senior Attorney shall be for a period of six months and may be renewed by the Department Head.

Sec. 1803 *District Attorney and Public Defender Supervisory Appointments:* The District Attorney is authorized to make five supervisory assignments. The Public Defender is authorized to make one supervisory assignment. The attorneys performing supervisory duties may be compensated with the approval of the Director-Human Resources and the County Executive officer by salary increments of five to ten percent of base pay to be determined by the level and nature of the supervisory duties assigned.

Sec. 1804 *Natural Disaster:* A natural disaster is an emergency caused by the happenings of war, storm, flood, explosion, earthquake, epidemic, riot or

insurrection. Upon the recommendation of the County Executive Officer and adoption of a resolution by a majority of the Board of Supervisors, employees whose absence from work arises out of or is due to such natural disaster shall not suffer any loss in pay or other benefits.

Sec. 1805 **Civil Defense:** Civil Defense is a part of the duties and responsibilities of all employees of the County and is not to be considered an addition to regular and normal duties. Preparation and training for service in time of disaster or emergency is by law (Government Code Section 3100), a function of all employees.

Sec. 1806 **Limitations on Compensation:** All fees, mileage, commissions and prerequisites allowed by law and received by any employee by virtue of his office shall be paid into the County treasury and shall become the property of the County of Ventura immediately upon its receipt by such employee. No employee of the County shall be compensated by fees.

Sec. 1807 **Relief from Duty:** An appointing authority may, upon approval from the Director-Human Resources, relieve an employee from duty with pay for a period not to exceed five (5) working days unless circumstances merit an extension. Such relief from duty may occur during an investigation to determine appropriate action concerning an employee. If, as the result of an investigation, it is determined that the affected employee was without fault, any reference to the fact that said employee was relieved from duty pursuant to this section shall be deleted from that employee's personnel file.

ARTICLE 19 OUTSIDE EMPLOYMENT

Sec. 1901 **Purpose:** To control the practice of outside employment by employees, particularly where there exists a conflict of interest or where such employment would impair an employee's ability to perform his County duties.

Sec. 1902 **Prohibiting Conditions:** County employees are prohibited from holding employment outside the County service when the following conditions exist:

- A. The employment interferes with satisfactory service due to physical or mental fatigue; or,
- B. A conflict of interest exists which is detrimental to the County service.

Sec. 1903 **Limitation of Outside Employment:** Attorneys employed by the County shall not engage in the private practice of law for compensation. Criminalists employed by the County shall not engage in private criminalist work. The Medical Director and the Director of Behavioral Health shall not engage in the private practice of medicine for a period in excess of 16 hours in any one month.

Sec. 1904 **Authorization:** A written notification must be given to the department/agency head for all regular outside employment and for all occasional outside employment in excess of eight hours in any one week. Failure to provide such information may be cause for disciplinary action. An outside work statement must contain the name of the employer, the hours to be worked and the nature and duration of the employment.

Sec. 1905 **Order to Cease Working:** A department/agency head may order an employee to cease working outside of the County if the employment is in violation of any of the provisions of this Article.

ARTICLE 20 EMPLOYER/EMPLOYEE RELATIONS

Sec. 2001 **Purpose:** To promote the improvement of personnel management and relations between the County and its employees, and to protect the public by assuring at all times, the orderly and uninterrupted operation and services of County government.

Sec. 2002 **Intent:** Rules and procedures provide for the orderly and systematic presentation, consideration and resolution of employee relations matters. This Article provides such rules.

Sec. 2003 **Definitions:** Unless the context otherwise requires, the definitions contained in this Section govern the construction of this Article. The definition of a word applies to any of its variants.

- A. Board - when used alone means the Board of Supervisors of the County of Ventura.
- B. Certification - official recognition by the County as the employee organization designated to represent an appropriate bargaining unit.
- C. Collective Negotiation - means to meet and confer in good faith as defined in subsection "P" below.

- D. Commission - means the Civil Service Commission-Board of Review and Appeals of the County of Ventura.
- E. Confidential Employee - means an employee who has access to confidential information in employee relations matters.
- F. Consult and Consultation in Good Faith - means to communicate verbally or in writing for the purpose of presenting and obtaining views or advising of intended actions.
- G. County - means the County of Ventura, a body corporate and politic and a political subdivision of the State of California, including those special districts whose affairs and finances are under the supervision and control of the Board of Supervisors, and where appropriate herein, County refers to the Board of Supervisors, the governing body of said County, or any duly authorized management representative.
- H. Day - means calendar day.
- I. Decertification - the procedure for removing an organization as the certified bargaining representative of employees in an appropriate unit. The unit may be an existing unit or a redefined or modified unit.
- J. Department/Agency Head - means those officers or employees who are elected or appointed or employed as the principal employee of a department for the discharge of duties provided by law or of particular delegated functions.
- K. Employee Organization - means any organization or union which includes employees of the County and which has as one of its primary purposes representing such employees in their employee relations with the County.
- L. Fact-Finding - means identification of the major issues in a particular dispute, review of the positions of the parties, resolution of factual differences by one or more impartial fact-finders, and the making of recommendation for settlement of such issues.
- M. Impasse - means a deadlock in collective negotiations between a recognized employee organization and the County over any matters within the scope of representation as set out in Section 2007, Subsection A, of this Article.

- N. Management Employee - means a department/agency head or any employee having the authority and responsibility for the formulation and administration of County policies and programs.
- O. Mediation - means effort by an impartial third party to assist in reconciling a dispute between the County and recognized employee organizations.
- P. Meet and Confer in Good Faith - means that the County, or such representatives as it may designate, and representatives of recognized employee organizations, shall have the mutual obligation personally to meet and confer in order to exchange freely information, opinions, and proposals, and to endeavor to reach agreement on matters within the scope of representation, as set out in Section 2003, Subsection A, of this Article.
- Q. Modification - the procedure for modifying or redefining a bargaining unit into a more appropriately constituted bargaining unit or units. Such redefinition does not involve a change in employee organization representation.
- R. Negotiate Collectively - means meet and confer in good faith, as defined in Section 2003, Subsection P, above.
- S. Officers - means elected or appointed department heads enumerated in Section 24000 of the California Government Code and such other officers as are provided by law.
- T. Professional Employees - means employees engaged in work requiring specialized knowledge and skills attained through completion of a recognized course of instruction including, but not limited to, attorneys, registered nurses, engineers, architects, teachers, and the various types of physical, chemical and biological scientists.
- U. Public Employee and Employee - means any person employed by the County, excepting those persons elected by popular vote or appointed to office by the Governor of this State.
- V. Recognized Employee Organization - means an employee organization formally acknowledged by the County as representing a majority of employees in an appropriate unit.
- W. Supervisory Employee - means an employee having authority to exercise independent judgment in assigning work and evaluating performance and to effectively recommend on actions to hire,

promote, transfer, lay off, recall, discipline, suspend, discharge, or adjust grievances of other employees, if in connection with the foregoing, the exercise of such authority is not a merely routine or clerical nature but requires the use of independent judgment.

- X. Unit - means a unit established pursuant to Section 2008 and 2009 of this Article.

Sec. 2004 *Employee Rights:* Employees of the County shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the County also shall have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the County. The County and employee organizations shall not interfere with, intimidate, restrain, coerce or discriminate against employees because of their exercise of these rights.

Sec. 2005 *County Rights:* Nothing contained in this Article shall be deemed to supersede the provision of existing state law and the ordinances and rules of the County which established the Civil Service system. It is also the exclusive right of the County to direct its employees, take disciplinary action for proper cause, relieve its employees from duty because of lack of work or for other legitimate reason, classify and reclassify positions, and determine the methods, means, and personnel by which the County's operations are to be conducted; provided, however, that the exercise and retention of such rights does not preclude employees or their representatives from consulting about the practical consequences that decisions on these matters may have on wages, hours and other terms and conditions of employment.

Sec. 2006 *Procedural Rights:*

- A. Upon request, a recognized employee organization shall have the right to meet and confer in good faith to negotiate wages, hours, and other terms and conditions of employment with the appropriate level of management. Matters unresolved at the appropriate level of management shall be referred to the County's designated representatives.
- B. If agreement is reached by the representatives of the County and a recognized employee organization, they shall jointly present to the Board for its consideration and adoption a written memorandum of such understanding. One week prior to final adoption of the memorandum of understanding, the Board shall hold a public hearing on the terms of the agreed upon memorandum of

understanding. A second public hearing on the terms of the agreed upon memorandum of understanding shall be held immediately prior to the final adoption of such memorandum of understanding. In no case shall a memorandum of understanding be adopted by the Board without the public hearings provided for herein.

- C. The County may adopt reasonable rules and regulations after consultation in good faith with representatives of the employee organizations concerning the administration of employee relations under this Article.
- D. The County shall give reasonable written notice to each recognized employee organization of any proposed ordinance, rule or regulation relating to matters within the scope of representation set forth in Section 2007 of this Article.

Sec. 2007 *Scope of Representation:*

- A. The scope of representation shall consist of all matters relating to employer-employee relations, including wages, hours, and other terms and conditions of employment. Consideration of the merits, necessity, or organization of any service or activity provided by law or executive order is excluded.
- B. The County and recognized employee organizations may, by mutual agreement, meet and confer on matters which are not required or prohibited by this Article.
- C. Representatives of recognized employee organizations who are County employees shall receive reasonable time off without loss of compensation or other benefits when formally meeting and conferring with the County on matters within the scope of representation.
- D. Management employees and confidential employees may not act as representatives of any employee organization which represents non-management and non-confidential employees on matters within the scope of representation.

Sec. 2008 *Units*

- A. In the establishment of employee units:
 - 1. Professional employees shall not be denied the right to be represented separately from non-professional employees;

2. Supervisory, management or confidential employees shall not be included in the same unit with non-supervisory, non-management or non-confidential employees.
- B. In the determination of appropriate employee units, the following factors must be considered:
1. Which unit will assure employees the fullest freedom in the exercise of rights granted under this Article?
 2. The community of interest of the employees.
 3. Consistent with maintaining the community of interest, the unit shall be the largest feasible.
 4. The history of employee relations in the unit, within the County, and in similar public employment.
 5. The effect on the efficient operation of the County.
 6. The effect on the classification structure.

Sec. 2009 *Formal Acknowledgement of Recognized Employee Organizations:*
 Any employee organization seeking to obtain or retain formal acknowledgement by the County as a recognized employee organization or seeking to register as an employee organization, or filing its petition for certification, shall furnish the Director-Human Resources with:

- A. Its name and mailing address.
- B. A current roster of its officers and those representatives authorized to meet and confer within the scope of representation or to consult in good faith.
- C. A copy of its constitution and bylaws.
- D. A statement that it has as one of its primary purposes representing employees in their employee relations with the County.
- E. A statement that it has no restriction on membership based on race, color, creed, national origin, sex, age, religion, citizenship or physical handicap.
- F. A designation of two persons and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on it for any purpose in this Article.

- G. A petition for certification must be accompanied by proof of employee approval equal to at least 30 percent of the employees within the proposed unit. Proof may be shown by payroll dues deductions, membership cards, signed authorization cards or petitions or statements of intent signed by the employees.
- H. Description of unit or units requested. The Director-Human Resources shall file such description with the Board.
- I. Upon receipt of the aforesaid documents from an employee organization, the Director-Human Resources shall within 30 days establish a unit or units based upon the criteria as set forth in Section 2008 of this Article and shall issue a certificate to the employee organization a copy of which shall be filed with the Board, setting forth such unit or units, provided that verification of the proof submitted established that a majority of the employees involved have designated such employee organization to represent them.
- J. If the applying employee organization or any other employee organization desires to protest the determination of the Director-Human Resources, it shall within 10 days file its protest with the Director-Human Resources, requesting a review by the Commission. The Director-Human Resources may request review upon his own motion.
- K. The Commission may sustain, modify or reverse the unit determination of the Director-Human Resources. It may then conduct an election in accordance with the rules and procedures of the State Conciliation Service and certify the results therein, or the matter may be returned to the Director-Human Resources for appropriate action.
- L. The unit or units thus certified may not be protested, modified or decertified until the expiration of one year from the date of the certification.

Sec. 2010 *Time Limitations for Filing Petitions:* Petitions for certification, modification or decertification may be filed only during the time period of September 15 to November 1.

Sec. 2011 *Decertification Procedure:*

- A. The status of an organization as the recognized representative may be contested by employees of the unit after at least one year has

elapsed following the recognition, modification or decertification of the unit. In the case of a multi-year agreement, decertification can only occur during the second and subsequent years of the agreement.

- B. A petition for decertification of a recognized employee organization in an appropriate employee unit may be submitted by employees included in the certified unit. Such decertification petition shall be submitted to the Director-Human Resources and shall be accompanied by evidence of authorization from at least thirty percent (30%) of the employees in the appropriate employee unit which the petitioners request be decertified. If the employees are requesting decertification to be followed by recognition by a new employee organization not recognized, the information in Section 2009 (A through F) must also accompany the petition. After investigation, the Director-Human Resources shall refer the petitioner with a recommendation to the Civil Service Commission for hearing and a determination. If the Commission finds the unit appropriate, it may then conduct an election in accordance with the rules and procedures of the State Conciliation Service and certify the results therein. The ballot shall include a choice of "No Representation." The organization certified shall become the recognized bargaining representative immediately and assure the existing memorandum of understanding for the remainder of its duration. Should a group of represented employees decertify and become unrepresented, they shall continue under the existing memorandum of understanding for the remainder of its duration.
- C. The unit to be decertified need not be coterminous with the certified unit but it cannot exceed in scope the certified unit, and the unit to be decertified must be an appropriate unit standing alone.

Sec. 2012 *Modification Procedure:*

- A. If a representation unit has been established, that unit shall not be contested for at least one year from the date of determination. The procedure for modifying a unit shall be the same as found in Section 2011 of this Article. In the case of a multi-year agreement, a unit modification can only occur during the second and subsequent years of the agreement.
- B. The proposed unit to be modified must be an appropriate unit standing alone.
- C. New classes established by the Board of Supervisors shall be placed in appropriate bargaining units by the Director-Human

Resources based on the criteria in Section 2008 of this Article. His decision will be transmitted in writing to the Civil Service Commission and any employee organizations affected, who shall have 10 days to file a protest with the Commission requesting their review of the decision.

Sec. 2013 *Withdrawal of Certification:* The County shall not deny, suspend, or withdraw its certificate without a showing of a failure to comply with this Article and until the County has first given 30 days notice to the recognized employee organization of the deficiency and has further given it a reasonable opportunity to make any modification or amendments or take any action that may be require.

Sec. 2014 *Unfair Practices:* It shall be an unfair practice for the County:

- A. To interfere with, restrain, or coerce employees in the exercise of the rights recognized or granted in this Article.
- B. To refuse to meet and confer with representatives of a recognized employee organization within the scope of representation as set out in Section 2006, Subsection A, of this Article.
- C. For either the County or a recognized employee organization to fail or refuse to cooperate with the Commission or any mediators or fact finders selected as set out herein.

Sec. 2015 *Initiation of Charges of Violation:* Charges of violations of this Article, or of applicable rules or regulations, may be initiated by the County, by any employee organization, or by an employee. Such charges shall be filed in writing with the Director-Human Resources. The party may request a review by the Commission. The Commission shall conduct an investigation to determine whether a party has engaged in an unfair practice or has otherwise violated this Article or any rule or regulation issued there under, and shall file a report and recommendation with the Board.

Sec. 2016 *Impasse Procedures:* If the County and a recognized employee organization reach an impasse, either party may request mediation. They may agree upon the appointment of a fact finder. Such mediator or fact finder may be selected from a panel to be provided by the State Conciliation Service, or some other agreed upon source. Costs of mediation or fact finding shall be divided equally by the parties. The fact finder may remand the matter for further consideration, or file a report with the Board and all parties.

Sec. 2017 Construction:

- A. Nothing in this Article shall be construed to deny any person or employee the rights granted by Federal and State laws.
- B. The rights, powers and authority of the Board in all matters, including the right to maintain any legal action, shall not be modified or restricted by this Article.
- C. The enactment of this Article shall not be construed as making the provisions of Section 923 of the California Labor Code applicable to employees of the County.
- D. The provisions of this Article are not intended to conflict with the provisions of Chapter 10, Division 4, Title 1, of the Government Code of the State of California (Sections 3500 et seq).

**ARTICLE 21
DISCIPLINARY ACTION**

Sec. 2101 Purpose: To create an equitable and uniform method for initiating and administering disciplinary actions.

Sec. 2102 Written Order for Demotion, Suspension, Reduction in Pay, Dismissal: The continuing employment of every permanent employee shall be contingent upon good behavior. Any such employee may be dismissed, demoted, suspended, reduced in pay, or demoted and suspended for cause as specified in Section 2105 by the appointing authority in the following manner:

- A. The appointing authority shall serve upon the employee a Notice of Proposed Disciplinary Action stating the nature of the proposed action and its effective date. Such Notice shall also set forth in writing the reasons for the proposed disciplinary action, a statement of the charges upon which the action is to be based, a notice to the employee that he has the right to review the materials being used against him, and a statement advising the employee that he has a right to respond to the charges.
- B. Within five calendar days from receipt of the Notice of Proposed Disciplinary Action, unless additional time is otherwise specified by the appointing authority in said Notice of Disciplinary Action, the

employee may respond to the County's proposed action. Such response may be presented orally or in writing. The employee has a right to have a representative if he so chooses.

- C. At the completion of the period provided in "B" above, the appointing authority shall review the employee's response, if any, and make a determination whether to dismiss, amend or sustain the proposed disciplinary action. If the appointing authority decides to amend or sustain the proposed action, the employee will be served with Notice of Disciplinary Action again setting forth in writing the reasons for disciplinary action and offering a statement of the charges upon which the action is based.

The Notice of Disciplinary Action shall also advise the employee that the action being taken is final, and apprise him of his right to appeal that action to the Civil Service Commission within 10 calendar days. A duplicate of that Notice must be filed with the Director-Human Resources and the Civil Service Commission.

Nothing in this Section shall be considered to restrict the right of the County to take immediate disciplinary action when it is deemed appropriate.

Sec. 2103 *Disciplinary Appeal Procedure:* An employee may, if he so chooses, appeal such order to the Civil Service Commission provided said appeal is in writing and is made within ten (10) days of this receipt of the final notice of disciplinary action. A copy of the written appeal shall be delivered concurrently to the Director-Human Resources.

Sec. 2104 *Disciplinary Action Imposed During Probationary Period:* The appointing authority may dismiss, demote, suspend, demote and suspend, or impose any other disciplinary action on any probationary employee during the probationary period. The Civil Service Commission shall not hold a hearing on any such disciplinary action taken against any probationary employee.

A promoted employee who is dismissed during his probationary period shall return to the position in which he held permanent status, if vacant, or any other vacant position in his former classification in the department/agency. If no such vacancy exists, every reasonable attempt will be made by the appointing authority to retain the employee in an underfill capacity. Only if there is no vacancy and the appointing authority is unable to make reasonable accommodation, the employee shall be placed on a leave of absence without pay not to exceed one year and shall be granted the first position that becomes available in his former classification. The above provisions shall not apply if the cause of the

dismissal warrants dismissal from County service. If the cause for dismissal warrants dismissal from County service, the employee shall be entitled to appeal such action to the Civil Service Commission within 10 days.

Sec. 2105 ***Causes for Demotion, Suspension, Reduction in Pay, Dismissal:*** In accordance with Section 1345.1.4.13.1 of the Ventura County Ordinance Code, causes for disciplinary action are as follows: fraud in securing appointment, incompetency, inefficiency, inexcusable neglect of duty, physical or mental disability, insubordination, dishonesty, drunkenness on duty, intemperance, addiction to the use of narcotics or habit forming drugs, inexcusable absence without leave, conviction of a felony or misdemeanor involving moral turpitude, immorality, discourteous treatment of the public or other employees, improper political activity in violation of Article 24 or Sections 1351 and 1351.1 of the Ventura County Ordinance Code, willful disobedience, violation of any provisions of Article IV of the Ventura County Ordinance Code, which among other things includes the corrupt use of official authority or influence, or any other failure of good behavior or acts which are incompatible with or inimical to the public service.

Sec. 2106 ***Duty of Director-Human Resources:*** The Director-Human Resources shall submit written notification to the appointing authority of any facts concerning a permanent employee which in his opinion would support and justify a dismissal, demotion, reduction in pay, or suspension for cause. The notification shall set forth the facts in detail and request the appointing authority to take appropriate action. A copy of such notification shall be sent to the Civil Service Commission at the time of appeal. Not later than five days before the next Civil Service Commission meeting, the appointing authority shall submit to the Commission a written report of the action taken.

Sec. 2107 ***Non-Discrimination:*** Disciplinary actions shall be taken without regard to race, color, national origin, religion, sex, age, or functional limitations.

Sec. 2108 ***Disciplinary Reduction in Salary:*** In accordance with the necessity for taking disciplinary action, the salary of a represented employee may be decreased by either 2-1/2% or 5% for a period of time not to exceed thirteen pay periods for any one offense.

Sec. 2109 ***Suspension Without Pay:*** Suspension without pay may not exceed thirty (30) calendar days. Whenever an employee is suspended without pay, no salary shall be paid the suspended employee for the duration of his suspension and such suspension shall be treated as an authorized leave of absence without pay for purposes of vacation and sick leave accruals.

Sec. 2110 *Demotion:* The employee may be demoted to a classification which has a lower salary range than the position which he occupied. In cases of disciplinary demotion, the compensation of the employee shall be adjusted to the salary in the range of the position to which he has been demoted which is approximately 5% lower than the salary he was receiving in the higher class. An employee do demoted shall retain his anniversary date.

ARTICLE 22 RESIGNATION/TERMINATIONS

Sec. 2201 *Purpose:* To define and describe resignations and terminations and the conditions which govern such actions.

Sec. 2202 *Resignation/Termination Procedure:* A resignation shall not terminate a permanent employee from the classified service until such resignation is accepted by the appointing authority. A resignation shall be submitted in writing no less than ten working days prior to the date of intended separation unless the appointing authority consents to employee's leaving at an earlier date. If the appointing authority takes no action, the resignation shall be deemed accepted on the tenth working day following the date the appointing authority received the resignation. Any employee who leaves the classified service without so filing a resignation or giving ten days notice shall have that fact entered into his service record and may be denied entrance to examinations for which he may apply in the future.

Sec. 2203 *Absence From Work for Three Consecutive Days Without Authorization:* An employee who is absent from work without authorized leave for three days or two consecutive twenty-four hour work shifts may be deemed by the appointing authority to have voluntarily terminated. The appointing authority shall make an immediate report in writing on the regular termination form stating the reasons for such resignation and shall forward it to the Director-Human Resources. Appeal to the Civil Service Commission by the terminated employee shall be in conformance with Section 2209.

Sec. 2204 *Vacation and Annual Leave Payoff on Termination:* Any regular employee who terminates or is terminated, shall be paid the hourly equivalent of his salary for each hour of earned vacation and annual leave, based on the pay rate in effect for such person on the last day actually worked, spent on authorized leave, or spent on authorized time off as compensation for overtime.

Sec. 2205 ***Holiday Payoff on Termination:*** Any regular employee who terminates or is terminated, shall be paid the hourly equivalent of his salary for each hour of earned holiday time, based on the pay rate in effect for such person on the last day actually worked, spent on authorized leave, or spent on authorized time off as compensation for overtime.

Sec. 2206 ***Cancellation of Sick Leave on Termination:*** Termination of the continuous service of an employee, except by reason of layoff for lack of work or funds, shall result in cancellation of all sick leave accrued by him at the time of such termination irrespective of whether or not such a person subsequently re-enters the County service.

Sec. 2207 ***Payment on Termination:*** Any employee who terminates or is terminated shall be paid the monetary value of his accrued overtime or compensatory time.

Sec. 2208 ***Re-Employment within Three Days of Termination or Resignation:*** An employee being re-employed within three working days from the date of termination or resignation shall be deemed to have been on leave of absence without pay for such period of time and shall not be deemed to have terminated or resigned.

Sec. 2209 ***Involuntary Resignations:*** A petition requesting hearing and including specific facts regarding the resignation alleged to be involuntary and coerced by improper action of the appointing authority shall be filed with the Civil Service Commission ten (10) days following notice to petitioner of the acceptance of the resignation by the appointing authority. The petitioner shall have the burden of proving that the resignation was involuntary. Should the Commission find that the resignation was not voluntary and was coerced by improper conduct of the appointing authority, the appointing authority shall have ten (10) days following notice of the decision of the Commission to serve the petitioner with an order in writing dismissing, demoting, suspending, or demoting and suspending the petitioner. Should no order in writing be served upon petitioner he shall be reinstated to his former position with back pay to the effective date of the resignation.

ARTICLE 23 HEARINGS

Sec. 2301 ***Purpose:*** To provide a means by which the Civil Service Commission hearings shall be conducted.

Sec. 2302 *Time for Hearing:* A petition for hearing shall be delivered to the Commission no later than three (3) working days before the next regular meeting. All petitions for hearings delivered less than three (3) days prior to the next regularly scheduled meeting of the Civil Service Commission shall be placed on the agenda for the subsequent scheduled meeting. When such condition is met, the petition shall be placed on the agenda at the next meeting of the Civil Service Commission prior to setting a hearing and shall be considered for sufficiency. A petition shall be in writing, signed by the petitioner or the petitioner's representative, giving the mailing address, the action being appealed, and in plain language and in detail, sufficient facts and reasons upon which the petitioner's case is based. The Civil Service Commission may, at its discretion and for good cause, waive the three-day requirement of this section.

Sec. 2303 *Action on Petition for Hearing:*

- A. In cases of discharge, demotion, reduction in pay, suspension, or demotion and suspension of a permanent employee, other than a probationary employee, an employee may file a petition for hearing pursuant to Article 21, Section 2103.
- B. In examination appeals and matters involving allegations of discrimination, the Commission may, at its discretion, grant a hearing. The Commission shall deny a request for a hearing if the petition fails to state sufficient specific facts and reasons, or it in the opinion of the Commission the specific facts and reasons stated, if true, would not entitle the petitioner to any relief. An amended petition will not be considered if it is not filed within fourteen (14) calendar days of the date of denial of the original petition. No more than one amended petition may be filed.
- C. The appearance of the petitioner or the petitioner's representative is required at the meeting in which the petition is considered by the Commission. Failure to appear shall be deemed as a withdrawal of the petition unless prior notice of the non-appearance has been served upon the Commission, or unless good cause can be shown.
- D. The Commission shall give notice to the parties of the date, place and time of the Commission meeting at which the petition shall be considered.

Sec. 2304 *Hearing Board or Officer:* Upon receiving a petition which complies with the foregoing rules, the Commission shall determine whether the matter will be heard before the entire Commission or one or more members of the Commission, or a hearing board or officer appointed by the Commission. Recommendations of a hearing board or hearing officer

may be modified by the Commission and shall not become effective until ratified by the Commission.

Sec. 2305 *Duty of Law Officer.* It shall be the duty of the law officer to advise the Chairperson, or chairperson pro tem, on all questions of law, including rulings or evidence, arising at hearings of the Commission. The law officer shall not be present during the deliberations of the Commission. However, he shall be available so that he may be called upon by the Commission upon any questions of law arising during its deliberation of the facts.

Sec. 2306 *Rights of Petitioner.* When a hearing is granted, the petitioner shall attend, unless excused by the Commission, the Hearing Board, or the Hearing Officer. The petitioner shall be entitled to:

- A. Be represented by counsel, by a representative, or by himself;
- B. Testify under oath or affirmation;
- C. Examine and cross-examine witnesses;
- D. Examine and cross-examine employees of the County who have investigated any of the matters involved in the case and whose reports are offered in evidence before the Commission.
- E. Impeach any witness before the Commission or hearing board:
- F. Resent such affidavits, exhibits and other evidence as the Commission or hearing board deems pertinent to the inquiry;
- G. Argue the case.

The appointing authority or the Director-Human Resources shall be entitled to the same privileges.

Sec. 2307 *Appearance of Petitioner.* The appearance of the petitioner shall be required at all hearings except as otherwise provided herein:

- A. The Commission or hearing board shall have discretion to consent to the absence of the petitioner upon a showing of good cause.
- B. Unexcused absence of the petitioner at such a hearing may be deemed a withdrawal of the petition and consent to the action or ruling from which the appeal was taken.

Sec. 2308 Subpoena Power: Before the hearing has commenced, the Chairperson and Chairperson pro tem or the assigned hearing officer shall issue subpoenas and subpoenas duces tecum at the request of any party for attendance or production of documents at the hearing. Compliance with the provisions of Section 1985 of the Code of Civil Procedure shall be a condition precedent to the issuance of the subpoena duces tecum. After the hearing has commenced, the Chairperson or Chairperson pro tem hearing the case, or the assigned hearing officer, may issue subpoenas and subpoenas duces tecum. Any person duly subpoenaed to appear and testify or to produce any books and papers before the Commission who willfully neglects or refuses to appear or testify or to produce such books and papers is guilty of a misdemeanor.

Sec. 2309 Public Hearing: All hearings by the Commission shall be public unless the Commission, for good cause shown, orders that a hearing shall not be open to the public.

Sec. 2310 Burden of Proof: In disciplinary hearings, the burden of proof shall be on the appointing power. In all other hearings, including hearings granted on allegations of discrimination, the burden of proof shall be on the petitioner. The Commission shall hear all the evidence and shall base its findings and decision solely upon the evidence admitted.

Sec. 2311 Determination of the Civil Service Commission:

- A. For hearings held on disciplinary appeals, examination appeals, promotional appeals, unit determination, unfair practices, and illegal discrimination, the decision of the Civil Service Commission shall be final and binding.
- B. All decisions by the Commission shall be by majority vote. Determinations of the Commission shall be in writing and transmitted to the parties within seven calendar days after the close of the hearing whenever possible. In the event of a tie vote the Commission shall rule in favor of the party not having the burden of proof.

Sec. 2312 Evidence: The hearing shall be formal, but need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.

Hearsay evidence may be admitted for any purpose but shall not be sufficient in itself to support a finding unless it would be admissible over

objections in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

Exhibits shall be marked and numbered. Exhibits when offered by either party may be received in evidence by the Chairperson. The names of all witnesses and exhibits in order received shall be made a part of the record.

Sec. 2313 *Duty to Testify:* During a hearing, all witnesses have a duty to truthfully answer under oath or affirmation any question properly asked by the appointing authority, the petitioner, a Commissioner or the hearing officer.

Sec. 2314 *Exclusion of Witness:* In disciplinary hearings only, the Commission, hearing board or hearing officer may, at its or his discretion, exclude witnesses not under examination, excepting the Director-Human Resources, the petitioner, the petitioner's representative, the appointing authority and counsel. When hearing testimony of scandalous or indecent conduct, all persons not having a direct interest in the hearing may be excluded.

Sec 2315 *Witness Fees:* witnesses subpoenaed before the Civil Service Commission are entitled to the same fees and mileage paid witnesses in Superior Court. If requested, witness fees and mileage shall be paid by the party at whose instance the witnesses appear. Employees of the County of Ventura shall not be entitled to witness and mileage fees if they appear at the Commission hearing during their regularly scheduled working hours. Employees of Ventura County shall be entitled to witness and mileage fees if they are on a regularly scheduled vacation or holiday, or are required to appear outside of their regularly scheduled working hours.

Sec. 2316 *Depositions:* If the presence of any witness cannot be procured at the time of the hearing, his deposition must have been taken in accordance with the rules applicable to depositions in civil cases. The cost of a deposition shall be borne by the party taking the deposition.

Sec. 2317 *Report of Hearing:* Any party or interested person may, at his own expense, have a hearing reported by a Certified Shorthand Reporter or an Official Court Reporter.

Sec. 2318 *Findings and Decisions:* (Applies to disciplinary hearings only.) If the Commission finds that none of the charges contained in the written notice are true, then it shall set aside the action taken by the appointing authority. If the Commission finds that some or all of the charges are true, then it shall make and enter its decision confirming or modifying the action of the

appointing authority. Nothing shall preclude the Commission from ordering the reinstatement of an employee with or without back pay.

Sec. 2319 ***Vacation of Order.*** A decision of the Commission may be modified or vacated, in whole or in part, and a new or further hearing granted on all or part of the issues, or the application of a party to the hearing or on motion of the Commission, for any of the following causes, materially affecting the substantial rights of the applicant or the appointing authority:

- A. Irregularity in the hearing proceedings, or any order of the Commission or abuse of discretion by which either party was prevented from having a fair hearing.
- B. Accident or surprise, which ordinary prudence could not have guarded against;
- C. Newly discovered evidence which could not, with reasonable diligence, have been discovered and produced at the hearing and which is material to the question that was before the Commission.

Sec. 2320 ***Application for Vacation of Order.*** The application or motion to the Commission shall be made either before the signing of the order of the Commission or within ten (10) days of the Commission mailing notice of its order and shall designate the grounds upon which vacation is requested. The time for hearing the application of motion shall be governed by Section

Should the Commission grant a hearing on the application or motion, the Commission shall, after review of the application or motion, specify the ground or grounds on which it is granted and the Commission's reason or reasons for granting the application or motion. At the hearing, the evidence introduced shall be limited to the ground or grounds upon which the hearing was granted. At the conclusion of the hearing, the Commission shall either confirm its prior findings and decision or issue a new finding and decision.

The filing of an application under this section shall not be necessary to exhaust administrative remedies and the application or motion shall not operate to stay the effectiveness of the order of the Commission except by discretion of the Commission upon a showing, by affidavit, or emergency or hardship should the order not be stayed.

Sec. 2321 ***Judicial Review.*** Judicial review of a decision or order of the Commission may be had by filing and serving a petition for a writ of mandate in accordance with the provisions of the Code of civil Procedure. Such petition shall be filed and served upon the parties within one-

hundred eighty (180) days of the date of the Commission's decision or order. The right to petition shall not be affected by the failure to seek reconsideration, rehearing or reopening before the Commission. The party seeking judicial review shall bear the cost of having a record of the proceedings prepared for the reviewing court.

Sec. 2322 *Record:* The Civil Service Commission shall record the proceedings on a recording device and shall make such recording available to the parties upon request, at the expense of the requesting party.

Sec. 2324 *Waiver of Rules:* Any party who proceeds with the hearing after knowledge that any provision or requirement of these rules has not been complied with and who fails to object in writing or on record shall be deemed to have waived the right to object.

Sec. 2325 *Disqualification of Commissioners:* A Civil Service Commissioner or hearing officer shall voluntarily disqualify himself and withdraw from any hearing in which he believes he cannot accord a fair and impartial hearing.

Sec. 2326 *Hearings for Non-Permanent Employees:* To the extent a hearing is not otherwise provided for in these rules, any non-permanent employee, including probationary, extra help, part-time and intermittent employees, including intermittent employees who have passed a probationary period, shall be entitled to a hearing before his/her agency or department head whenever such employee believes that he/she was terminated from County employment in violation of these rules or any state or federal law. A request for such a hearing must be in writing and made within ten (10) days of termination. Such a hearing shall be informal. The employee may be represented by counsel or other representative, may call and examine witnesses, and may present any relevant evidence. Except in the case of a "for cause" dismissal of an intermittent employee who has passed probation, the employee shall have the burden of proof. The agency or department head shall consider all the evidence adduced at the hearing and may sustain or rescind the termination. The decision of the agency or department head shall be final and binding and the employee shall have no right to review by the Civil Service Commission. (Adopted 7/31/84.)

ARTICLE 24 POLITICAL ACTIVITY

Sec. 2401 *Purpose:* In accordance with Section 1351, et. Seq., of the Ventura County Ordinance Code, to delineate those political activities which are restricted and those which are allowed while an individual is an employee of the County.

Sec. 2402 *Soliciting or Receiving Funds or Contributions:* No employee of the County shall solicit for a candidate for elective office any contribution, pecuniary or otherwise, from other employees of the County. No employee of the County shall permit the services of his department/agency to be utilized to solicit, or process any political contribution, pecuniary or otherwise, from other employees of the County. Notwithstanding the provision so of this Article, an employee is not prevented from soliciting or receiving political funds or contributions to promote the passage or defeat of a ballot measure which would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of employees of the County. A ballot measure shall be defined as any constitutional amendment or other proposition submitted to a popular vote at any election. The aforementioned activities are prohibited during the regular working hours of employees.

Sec. 2403 *Participation in Political Activity While in Uniform:* No employee of the County shall participate in political activities of any kind while he is in uniform.

Sec. 2404 *Prohibition of Entry for Political Assessment, Subscription or Contribution:* The purpose of this section is to deny the use of County property, its buildings, appurtenances or resources, for the solicitations of political assessments or contributions. Every employee of the County shall prohibit the entry into any place under his control, occupied and used for the governmental purposes of the County, of any person, for the purpose of therein making, or giving notice of any political assessment or subscription. No person shall enter or remain in any place as described above for the purpose of therein making, demanding, or giving notice of any political assessment or subscription. This section shall not apply to any auditorium or other place used for the conduct of public or political rallies or similar events, not to any park, street, public land or other place not being used for the governmental purposes of the County.

Sec. 2405 *Use of Official Authority of Influence:* No one who holds, or is seeking elective appointment to any office of employment in the County shall, directly or indirectly, use, promise, threaten or attempt to use, any office, authority or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid or obstruct any person in securing, or to prevent any person from securing, any position, nomination, confirmation, promotion, change in compensation or position, within said County upon consideration that the vote or political influence or action of such person or another that the vote or political influence or action of such person or another shall be so given or used in behalf of or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration.

Sec. 2406 *Leave of Absence to Run for Elective Office:* Leaves of absence to run for elective office are governed by Article 17 of these Rules and Regulations.

**ARTICLE 25
CODE OF ETHICS**

Sec. 2501 *Purpose:* To establish standards of conduct and to delineate the ethical responsibilities of the public service for the guidance of all employees.

Sec. 2502 *Discrimination:* There shall be no discrimination in any County activity because of race, color, national origin, religion, sex, age or functional limitation.

Sec. 2503 *Acceptance of Gratuities:* No employee shall accept any fee, compensation, gift, payment of expense, or any other thing of monetary value in circumstances in which acceptance may result in, or create the appearance of resulting in, the use of public office for private gain; preferential treatment of any person, impeding governmental efficiency or economy; any loss of complete independence or impartiality; the making of a County decision outside official channels; of any adverse effect on the confidence of the public in the integrity of County government.

Sec. 2504 *Ethical Responsibilities:* Each employee has an obligation to the citizens, to the people’s elected representatives, to fellow employees, and to the administration, to cooperate in accomplishing the County’s goals, to expose corruption wherever discovered, to refrain from disclosing any confidential information, to preserve and safeguard the County’s assets, and to uphold these principles, ever conscious that public office is a public trust.

**ARTICLE 26
CONSTRUCTION**

Sec. 2601 The provisions of this Resolution shall be liberally construed so as to effectuate its purposes and to avoid and prevent inequities.

**ARTICLE 27
RESOLUTION, CONSTITUTIONALITY, AMENDMENTS
REPEALS AND EFFECTIVE DATE**

- Sec. 2701** *Allocations and Resolutions:* The number of positions and the classifications of such positions within a department/agency shall be established from time to time by resolution of the Board.
- Sec. 2702** *Constitutionality:* If any article, section, subsection, subdivision, sentence, clause or phrase of this Resolution is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of this Resolution. The Board hereby declares that they have adopted this Resolution and each article, section, subsection, subdivision, sentence, clause and phrase thereof irrespective of the fact that any one or more articles, sections, subsections, subdivisions, sentences, clauses or phrases is declared illegal or unconstitutional.
- Sec. 2703** *Amendments:* Amendments to any articles or section of these Rules and Regulations where subject matter is described in Section 1345, et.seq., of the Ventura County Ordinance Code may be proposed at any meeting of the Commission but action thereon shall not be taken until a subsequent meeting. The Commission shall announce public hearings for such proposed changes either upon its own initiative or upon the request of the Board of Supervisors or the County Executive Officer. The announcement of any hearing requested by either the Board of Supervisors or the County Executive Officer shall be made within one week after receipt of a request therefore by serving notice. Such public hearing shall be commenced no earlier than two weeks after their public announcement and no later than five weeks after their public announcement. The Commission shall submit recommendations on matters so heard to the Board of Supervisors no later than seven weeks after the request for hearing has been made. For those articles and sections described within this section, all rules and amendments shall become effective on the day of their approval by the Board of Supervisors.
- Sec. 2704** *Effective Date:* This Resolution shall take effect and be enforced on and after December 15, 1992.

A

Abolishing of Lists20

Absence From Work for Three Consecutive Days Without Authorization55

Acceptance of Gratuities64

Action on Petition for Hearing.....57

Additional Names26

Administration of Classification Plan28

Advanced Salary Appointments.....31

Agency/Department List.....3

Agency/Department Promotional List.....22

Agency/Department Recruitment.....6

Allocation.....2

Allocations29

Allocations and Resolutions.....65

Amended Applications.....10

Amendments65

Anniversary Date.....2, 31

Anniversary Date on Reinstatement.....39

Appearance of Petitioner.....58

Application Confidential.....10

Application for Vacation of Order.....61

Application Forms.....10

Applications Not To Be Returned11

Applications of Disqualified Applicants11

Appointing Authority.....2

Appointment.....2

Apprentice/Work Training List23

Assignment to Non-Related Classifications37

Authorization43

Authorization for Temporary Appointments35

B

Basis for Appeal17

Benefits on Reinstatement.....39

Board.....2

Bona Fide Occupational Qualification.....2

Burden of Proof.....59

C

Cancellation of Sick Leave on Termination56

Causes for Demotion, Suspension, Reduction in Pay, Dismissal.....54

Certificate of Director-Human Resources..30

Certification 2

Certification From Alternate Lists 26

Certifications: 24

Civil Defense.....42

Classification.....2

Classification of extra Help Employees 33

Classification Plan.....2, 27

Classification Reinstatement List.....3, 21

Classification Review Requests.....28

Classification Series 2

Classification Specifications28

Classified Employees 2

Commission2

Constitutionality65

Construction.....52

Content of Announcements.....7

Continuous Testing.....13

County 3

County Employees.....19

County Rights46

County Service3

County Service Points.....15

County Service Reinstatement List.....22

Countywide List.....4

County-Wide Promotional List22

Countywide Recruitment.....6

D

Days3

Decertification Procedure49

Demotion3, 55

Department/Agency3

Department/Agency Head3

Depositions60

Determination of Classification Changes ..28

Determination of the Civil Service Commission.....59

Determination of Type of Recruitment.....9

Director of Employee Health Services.....19

Disability Reassignment.....23

Disability While on Military Leave.....37

Disciplinary Action Imposed During Probationary Period.....53

Disciplinary Appeal Procedure.....53

Disciplinary Reduction in Salary.....54

Discrimination3, 64

Dismissal3, 20

Disqualification11

Disqualification of Commissioners62

Disqualified Candidates..... 19
District Attorney and Public Defender
Supervisory Appointments..... 41
Division 3
Dual Employment..... 30
Duty of Director-Human Resources 54
Duty of Law Officer..... 58
Duty to Testify..... 60

E

Effective Date..... 65
Effective Date of Eligible Lists..... 20
Elected Officials..... 19
Eligible..... 3
Eligible List Confidential 21
Emergency Appointments..... 19
Employee..... 4
Employee Rights 46
Employees Affected..... 40
Employment of Relatives 30
Employment of Retirees..... 30
Employment Standards (Minimum
Qualifications 4
Ethical Responsibilities..... 64
Evidence..... 59
Examination 4
Examination Appeal Procedure 17
Examination Records..... 18
Examination Schedules..... 13
Examination Scores..... 15
Examination Weights..... 15
Exclusion of Witness..... 60
Extra Help Employee..... 4
Extra Help Position..... 4

F

Filing Date 10
Final Examination Scores 16
Findings and Decisions 60
Fixed Term Employee 4
Fixed Term Position..... 4
Formal Acknowledgement of Recognized
Employee Organizations..... 48

G

Gender 1
General Treatment of Provisional
Appointees 37

General Treatment of Temporary
Appointments 36
Grandfather Clause 12

H

Hearing Board or Officer..... 57
Hearings for Non-Permanent Employees . 62
Holiday Payoff on Termination..... 56
Human Resources Department 5

I

Immediate Family..... 5
Impasse Procedures..... 51
Initiation of Charges of Violation..... 51
Inspection of Papers..... 27
Intermittent Employee 5
Involuntary Resignations 56

J

Judicial Review..... 61

L

Layoff 5
Leave of Absence 5
Leave of Absence to Run for Elective Office.... 64
Limitation of Outside Employment..... 42
Limitations on Compensation..... 42
Limitations: 32

M

Medical Examinations 18
Medical Standards..... 18
Meeting Employment Standards 37
Memorandum of Understanding or
Agreement 5
Merit Increases..... 33
Modification of Employment Standards..... 8
Modification Procedure 50

N

Natural Disaster..... 41
Nature of Examinations..... 12
Non-discrimination 10
Non-Discrimination 12, 54
Non-Discrimination in Recruitment..... 9
Notice of Results..... 16
Notification of Change..... 29
Notification of Disqualified Applicant..... 11

Notification of Eligibles	26
Number and Classification of Authorized Positions.....	27

O

Officer.....	5
Open List	4
Open List	22
Open Recruitment.....	6
Oral Examination Review.....	17
Order of Eligibles.....	20
Order to Cease Working	43
Other Appointments.....	19

P

Paid Advertisements.....	8
Participation in Examination Procedures... 12	
Participation in Political Activity While in Uniform.....	63
Payment on Termination.....	56
Performance Report.....	5
Permanent Employee.....	5
Persons Eligible for Reinstatement	39
Persons Ineligible for Employment.....	30
Physician's Certification	39
Position Classification.....	28
Posting and Distribution of Announcements	8
Preparation of Examination	12
Priority of Lists	21
Probationary Employee.....	5
Probationary Employee - Promotional	5
Probationary Period.....	6, 40
Probationary Period Upon Disability Reassignment.....	37
Procedural Rights.....	46
Prohibiting Conditions.....	42
Prohibition of Entry for Political Assessment, Subscription or Contribution.....	63
Promotability Examination Review.....	17
Promotion	6
Promotion by Nomination.....	15
Promotion in an Underfill Situation	14
Provisional Appointments	6, 23
Provisional Appointments in Lieu of Regular Appointments.....	36
Public Hearing.....	59

R

Reasons for Appointing.....	32
Reclassification	28
Record	62
Recovery From Disability.....	38
Recruiting Salary.....	9
Recruitment.....	6
Re-employment.....	6
Re-employment List.....	4
Re-Employment List.....	22
Re-Employment within Three Days of Termination or Resignation.....	56
Regular Employee	6
Reinstatement	6
Reinstatement Following the Election.....	41
Reinstatement List	4
Reinstatement of Employees Who Separated as a Result of a Disability.....	38
Relief from Duty.....	42
Removal of Names from Eligible List.....	24
Report of Hearing.....	60
Request for Disability Reassignment.....	37
Requisitions	24
Residence	10
Resignation/Termination Procedure	55
Restoration of Benefits for Former Employees Returning to Work Following Disability.....	38
Restoration to Eligible List.....	24
Retest Policy - Written Examinations.....	14
Return from Provisional to Former Position	36
Review by the Civil Service Commission..	40
Review by the Director-Human Resources	17
Rights of Petitioner	58

S

Salary Advancement	6
Salary and Benefits:	33
Salary of New, Regular Employees	31
Salary on Position Reclassification	29
Salary on Re-employment.....	31
Salary on Reinstatement	39
Scope of Representation	47
Sec. 810 Report of Appointment	27
Selection Interview by Appointing Authority.....	26
Selective Certification.....	6, 26

Senior Attorney Designations.....	41
Separation	6
Soliciting or Receiving Funds or Contributions.....	63
Special Consideration/Intermittent Only	34
Special Considerations/Expiration of Fixed Term Appointment	34
Special Medical Examinations	20
Specification.....	6
Standing.....	7
Standings.....	16
Status	7
Student Workers.....	33
Subpoena Power.....	59
Suspension.....	7
Suspension of Examination	15
Suspension Without Pay.....	54

T

Temporary Appointment to Fill a Vacancy Caused by Termination.....	35
Temporary Appointments and Employment Standards.....	35
Test Validation	7
Time for Hearing.....	57
Time for Replying to Certification.....	26
Time Limitations for Filing Petitions.....	49
Time Limitations for Provisional Appointments.....	36
Time Limitations for Temporary Appointments.....	35
Time Off for Examinations	18
Transfer from Outside the County Service	30
Transfer:	23

Types of Examinations.....	13
Types of Recruitments	9

U

Underfilling Positions.....	31
Unfair Practices.....	51
Uninterrupted Employment.....	7
Units.....	47
Unrepresented Employee.....	7
Use of Official Authority of Influence.....	63

V

Vacancy or Vacant Position	7
Vacation and Annual Leave Payoff on Termination.....	55
Vacation of Order.....	61
Verification of Information.....	10
Veteran's Points	16
Voluntary Demotion	7

W

Waiver of Rules.....	62
Withdrawal of Certification.....	51
Witness Fees.....	60
Written Examination Review	16
Written Order for Demotion, Suspension, Reduction in Pay, Dismissal	52

Y

Y-Rate.....	7
Y-Rates.....	29