

# **Civil Service Rules for Managers Allocated to Leadership**

## **Classifications in the Civil Service System**

Adopted by the Board of Supervisors on November 21, 2006

Effective December 11, 2007

Only exceptions to the existing Civil Service Rules are listed here. For all other rules, please refer to the existing Civil Service Rules.

101. Definition of Terms. The following words and terms used in these Rules shall have the meaning indicated in this section unless the content clearly indicates otherwise:

Administrative Officer: Synonymous with County Executive Officer.

Anchor Point: A point within the range that controls hiring decisions; an appointing authority may hire a new employee at any point up to and including the anchor point without Administrative Officer approval. Appointment above the anchor point requires appointing authority recommendation and Administrative Officer approval.

Equity Adjustment: A movement within a range based on specific criteria.

Exempt: A position or employee exempted from the classified service; at-will.

Leadership Classification: A management classification.

Personnel Director and Personnel Department: Synonymous with County Executive Office/Human Resources Director and County Executive Office/Human Resources Department.

Salary Range: The range of compensation, minimum to maximum, established for a class by salary ordinance or a resolution adopted by the Board of Supervisors. An anchor point within the range controls hiring decisions; an appointing authority may hire

a new employee at any point up to and including the anchor point without Administrative Officer approval. Appointment above the anchor point requires appointing authority recommendation and Administrative Officer approval.

Service Credit: Continuous service in a regular position(s) in a department including all service in an , plus all service in classes with the same or higher salary ranges, only.

Y-Rate: A pay rate that exceeds the maximum salary for a class.

302. Allocation of Positions. All positions in the classified service shall be allocated to an appropriate class in the classification plan, by the Board of Supervisors.

Classifications shall be based on the principle that positions shall be in the same class when their duties, ~~and~~ responsibilities and authority are similar enough to justify the same descriptive title, definition of duties and general employment standards.

No person shall be employed in any position until such position has been properly classified and allocated.

305. Status of Incumbents in Reallocated Positions. When an occupied position is reallocated by the Board of Supervisors or Administrative Officer the following procedures shall apply:

a. If the position is reallocated to a higher classification, an appointing authority may recommend, and the Personnel Director approve, that a permanent incumbent be granted promotional probationary status in the higher classification without examination if the incumbent meets the minimum qualifications of the higher class. If the incumbent is promoted, the salary shall be adjusted in accordance with Rule 410. If the incumbent is ineligible to promote to or is not selected for the new higher class, he or she shall become subject to layoff. If the incumbent elects to accept a demotion or transfer in lieu of layoff, his or her salary shall be adjusted in accordance with Rule 411 or 412 respectively.

b. If the position is reallocated to a lower classification, because of reclassification or reorganization not associated with lack of work or funds, the salary of the incumbent shall be determined by Rule 414.

c. When an occupied position is abolished, the provisions of these Rules regarding layoffs shall apply.

406. Salary of New Employees. ~~New employees shall be appointed at the first step of the salary range for their class except that an applicant who is exceptionally well qualified because of previous experience, education, or training may, upon approval of the department head, be appointed at a salary step above step "A" of the salary range for the class of position involved.~~ New employees shall be appointed at any point up to the anchor point of the salary range for their class except that when it is in the best interests of the County and the applicant is exceptionally qualified because of previous experience, education, training, or skills, the department head may recommend and the Administrative Officer may approve appointment at any point above the anchor point of the salary range for the class of the position involved.

407. Salary on Reemployment and Reinstatement.

a. When an employee is reemployed in a class from which laid off, the salary shall be restored in the current salary range for the class at the point on the salary range step attained at the time of the layoff; however, if the provisions for salary on promotion, as outlined in Section 410 of these Rules, are applicable, the employee shall be placed on a higher step point on the range in accordance with the provisions of Section 410. ~~Establishment of an anniversary date and credit for prior service in the class to which the employee is restored shall be in accordance with Section 409(d), of these Rules.~~

b. An employee who is ~~being~~ reinstated after a break in service to a position in the same ~~or a related~~ or lower class may be paid at or below the step point on the range held previously if recommended by the appointing authority. If the range of the class has been adjusted during the break in service, the employee's salary upon reinstatement shall ~~reflect that increase~~ be at least equal to the minimum rate of pay on the range.

~~Whenever any officer or employee is appointed and begins working in such position on or before the 15th day of the month, the initial employment date for merit salary increase purposes shall be counted from the first day of that month during which employment commenced. If employment occurs on or after the 16th day of the month, the initial employment date for merit salary increase anniversary purposes shall be counted from the first day of the month following the date of employment.~~



Rule 409. Increases Within the Salary Range. Increases within a salary range shall be governed by the following:

a. Salary increases within a range shall not be automatic, but shall be granted only upon the affirmative recommendation of the appropriate department head including written certification that the employee's overall performance has been rated "Successful" or better met or exceeded expectations.

b. ~~Such merit~~ Performance based salary increases shall be effective the first pay period of the payroll calendar year ~~on the first day of the pay period in which the salary anniversary date occurs.~~

c. Equity adjustments shall be effective pay period 17 of the calendar year. An employee or group of employees who for business reasons, including but not limited to difficulty recruiting and retaining certain occupations within the classification, may have their salary adjusted at the direction of the Administrative Officer or his/her designee in any pay period.

d. A department head may grant an employee a performance based salary increase to an employee who has successfully improved overall performance from needs improvement to successful or better at any pay period.

c. ~~Time intervals for merit salary review of employees, except as otherwise provided, shall be as set forth below and shall be effective when approved and in~~

~~accordance with anniversary dates provided in these Rules:~~

~~\_\_\_\_\_ Step A -~~

~~\_\_\_\_\_ Step B - 6 continuous months on Step A,~~

~~\_\_\_\_\_ Step C - 12 continuous months on Step B,~~

~~\_\_\_\_\_ Step D - 12 continuous months on Step C,~~

~~\_\_\_\_\_ Step E - 12 continuous months on Step D.~~

~~d. — When an employee's performance has been superior or better and the employee has twelve (12) continuous months on Step B or Step C, the employee may be accelerated to Step D or Step E respectively, upon approval of the appropriate department head.~~

~~e. — When an employee's service in a class is interrupted due to a layoff in excess of thirty calendar days, upon reemployment in the class at the step from which laid off, the employee's anniversary date shall be postponed one calendar month for each calendar month or major fraction thereof that the employee was separated from the class and the step due to layoff. Upon reemployment in the class at a step higher than the step from which laid off due to provisions of these Rules for salary on promotion, the anniversary date shall be determined according to the provisions of Section 410 of these Rules.~~

~~f. — Except for military leaves of absence, as governed by State law, the granting of any leave of absence without pay in excess of thirty calendar days shall cause the employee's merit salary increase anniversary date to be postponed one calendar month for each calendar month, or major fraction thereof, of such leave taken.~~

e. An employee returning from an authorized ~~disability leave of absence,~~  
~~brought about by an injury or illness caused by or arising out of County~~  
~~employment, and~~ who was eligible, according to the provisions of Section 409a  
of these Rules, for merit a salary increase during the leave ~~of absence,~~ shall be  
reviewed by the ~~appropriate~~ department head within sixty calendar days from the  
employee's return to work. ~~Salary anniversary dates shall not be postponed as~~  
~~the result of a leave of absence caused by an injury or illness arising out of~~  
~~employment.~~ Changes in salary under Section 409a are not effective during a  
~~disability leave caused by or arising out of employment~~ but may be effective  
beginning ~~the first pay period following return to work~~ the pay period the  
employee returns to work. Changes in salary due to an equity adjustment under  
Section 409c shall be effective irrespective of leave status.

~~h. Merit salary increase recommendations for department heads shall be~~  
~~made by the Administrative Officer in conformance with these Rules.~~

410. Salary on Promotion. ~~Upon promotion, the salary step for any appointing officer or employee shall be at the next higher salary step in the salary range of the new classification which provides for at least a five percent salary increase over base salary except as provided otherwise in this section.~~ Upon promotion, the salary for an employee may shall be at any point on the range between 5 and 10% above the employee's current salary, at the minimum point on the new range if the employee's current salary is more than 10% below the new range or up to 25% above the employee's current salary with the recommendation of the department head and the approval of the Administrative Officer with the following exceptions:

a. \_\_\_\_\_ No salary increase on promotion shall exceed the top of the range, however.

b. \_\_\_\_\_ An employee who has previously held a position in the higher class shall be placed at the same point on the range as previously paid in the higher class.

~~a. At the time an employee is promoted and assumes a line-supervisory position, the employee shall be placed in the salary range of the promotional position at the lowest salary step which is at least five percent above the top step of the classes supervised.~~

~~b. At the time of promotion, an employee who is exceptionally well-qualified for the new position because of previous experience, education, or training may at the discretion of the appointing authority, upon recommendation by the Personnel Director and approval of the Administrative Officer, be appointed at a salary step in the new range which is greater than as provided above.~~

~~c. Upon promotion, the salary anniversary date shall be established in accordance with 409(c).~~

c. The effective date of all promotions, demotions, and within-range salary changes shall coincide with the first day of the pay period coinciding with or following approval of the action, except that demotions in lieu of layoff and disciplinary demotions shall be effective any date set by the appointing authority in accordance with the rules and regulations governing such demotions unless otherwise provided in these Rules.

~~e. A person who is reemployed in the same class from which demoted due to layoff shall be restored to the current salary range for the class either at the step the employee had attained in the salary range for the class at the time of layoff, or at the step which would result from the application of rules concerning salary on promotion, Section 410 of these Rules, whichever is greater.~~

d. A person who is reemployed in the same class from which demoted due to layoff shall be restored to the point on the range for the class at the time of layoff.

411. Salary on Demotion. When an ~~appointive officer or~~ employee is demoted to a position in a class with a lower salary range, the salary shall be reduced to ~~the nearest step~~ any point between the minimum and anchor point in the range for the lower class which provides a salary decrease except that upon recommendation of the appointing authority and approval of the Personnel Director, the appointing authority may fix the salary of the demoted employee at any step point within the ~~appropriate~~ salary range that provides a decrease. ~~In either case, the employee's salary anniversary date shall not change.~~

If an employee is rejected during the probationary period from a position achieved through promotion or if the employee returns to the position by choice, the employee's salary shall be restored as though the promotion had not occurred. Upon recommendation of the appointing authority, the employee may receive any salary adjustment for which eligible by having remained in the former position.

The effective date of all demotions shall coincide with the first day of the pay period coinciding with or following approval of the action, except that demotions in lieu of layoff and disciplinary demotions shall be effective any date set by the appointing authority in accordance with the rules and regulations governing such demotions.

412. Salary on Transfer. Any ~~appointive officer or~~ employee who is transferred from one position to another position in the same class, or to another position in a class having the same salary range, shall be compensated at the same step point in the salary range as previously received, ~~and the salary anniversary date shall not change.~~

413. Salary on Change in Range Assignment. Whenever a class is reassigned to a higher or lower salary range, the salary of each incumbent in such class shall ~~be adjusted to the step in the new range that corresponds to the step the employee was receiving in the former range, unless otherwise ordered by the Board of Supervisors.~~ The salary anniversary date shall ~~remain the same~~ remain the same with the following exceptions:

- a. An employee whose salary is less than the minimum of the new range will be placed at the minimum point on the new range.
- b. An employee whose salary is greater than the maximum on the new range will be Y-rated in accordance with Rule 417.



414. Salary on Position Reallocation. When a position is reallocated because of reclassification of the position or because of reorganization of the department, not caused by lack of work or funds, the salary of the incumbent of the position shall be determined as follows:

- a. If the position is reallocated to a class having the same salary range, the salary ~~and anniversary date~~ of the incumbent shall not change.
- b. If the position is reallocated to a class which has a higher salary range, the salary ~~and anniversary date~~ of the incumbent shall be governed by Section 410 of this Rule.
- c. If the position is reallocated to a class which has a lower salary range, the salary of the incumbent shall be ~~adjusted to the step in the new range which provides the same salary as received immediately preceding the effective date of the new range~~ compensated at the same point in the salary range as previously received. If there is no such step point, the salary shall be ~~provided below:~~ Y-rated in accordance with Rule 417.
  1. ~~If the current salary of the incumbent is less than the maximum salary for the new class, the salary shall remain unchanged until such time as the employee ceases to occupy the position or the employee's salary is otherwise adjusted. Upon receiving a merit increase, the employee's salary shall be adjusted to the appropriate step in the new range which provides a salary increase.~~

2. If the current salary of the incumbent is greater than the maximum salary for the new class, the "Y" rate principle shall apply and start with the first pay period on or after the reallocation date and end the first pay period two years after the reallocation date unless extended in accordance with Rule 417. An unpaid official leave of absence shall not be counted toward the two-year limit. If, at the expiration of the two-year period the incumbent still remains in the position, the employee's salary shall be adjusted in accordance with Rule 411.

~~In any case, the incumbent shall retain the same anniversary date.~~

415. Priority of Increases. In the event that an employee is promoted, receives a range change, or the position is reclassified to a class with a higher salary range ~~on the anniversary date~~ on the same pay period as pay for performance or equity adjustments, the employee shall receive any within-range increase to which entitled and then receive the higher ~~step~~ placement in the new salary range as provided in this Rule.

417. Special Compensation. ~~Column "Y" of the salary range for any designated position is hereby defined as a rate of compensation in excess of the maximum compensation provided by Column "E" of the Basic Pay Plan. Such Column "Y" Y-rate shall be discontinued whenever Column "E" the maximum of the salary range assigned equals or exceeds such "Y" Y- rate or when the incumbent has occupied a designated position for two years from the effective date of a reallocation to a lower class in accordance with Rule 414. Such two year period may be extended, however, upon recommendation of the Civil Service Commission and approval of the Board of Supervisors.~~

418. Salary on Temporary Assignment Out of Class (not Temporary Appointment). The salary for a regular employee temporarily assigned to perform all of the duties of a higher classification shall be within the salary range of the higher class, and the salary of the regular employee shall be governed by ~~Section 409~~ and Rule 410 of these Rules. The employee so assigned shall be entitled to the higher salary on the first day of a biweekly pay period, after the time worked in a higher class exceeds thirty consecutive calendar days. Upon termination of a temporary assignment to a higher class, the salary of the employee shall be restored with all adjustments which would have occurred had the temporary assignment not been made.

A regular employee so temporarily assigned must meet the minimum qualifications of the higher class, but need not be qualified by examination nor have standing on an eligible list for the higher class. A temporary assignment of the duties of a higher class under this Section is distinguished from a temporary appointment, as provided by Section 904 of these Rules, in that the employee is not appointed to the higher class but is assigned all of the duties of the higher class and paid the salary as provided for that higher class. The temporary assignment, unlike a temporary appointment, may be made without reference to an eligible list.

A temporary assignment by a department head of a regular employee to work in a higher class requires a recommendation by the Personnel Director and a prior authorization by the Administrative Officer.

Temporary assignments may be made by the appointing authority subject to the provisions above when a position is vacant or when an incumbent employee is absent from a position or when the department head determines and the Personnel Director agrees that the work assigned to an incumbent is at a higher management classification. This section shall not apply to periods of vacation, except as provided in Rule Fourteen. Such assignments shall be temporary and shall terminate when the position is filled, when incumbent employee returns to work, or when the temporary assignment is discontinued. In no event shall the temporary assignment exceed ~~365~~ 550 consecutive days.

713. Lateral Transfer: Candidates from Other Recognized Agencies. Under the following conditions, the name of an individual who has held permanent or probationary status in the classified service of a California public agency operating a personnel merit system may be placed on an open eligible list for a comparable or lower class in the Santa Barbara County service, and shall be certified as a free name as provided in Rule Eight.

- a. The class for which the list is approved is essentially the same as the class in which the individual held permanent status and the individual meets the minimum qualifications for the County's class.
- b. The individual has been in the employ of the other agency within one year of the date the list is approved.
- c. The individual achieved permanent or probationary status as the result of a qualifying or competitive examination.
- d. The individual has performed satisfactorily and has not been separated nor is being considered for separation because of fault or delinquency.
- e. The other agency submits information to the Personnel office which confirms that the required conditions have been met and that the individual is eligible for reemployment or continued employment in the class in which permanent or

probationary status is held.

If a department head appoints an eligible who has qualified by transferring from another jurisdiction, the employee shall serve the required probationary period before attaining permanent status.



904. Temporary or Limited Term Appointment. Any appointment to a regular permanent position on a temporary or limited term basis, whether by appointment from a certification of eligibles or upon authorization by the Personnel Director to appoint any person who meets the minimum qualifications for the class and who has qualified in an appropriate examination, shall be a limited term appointment. Duration of a limited term appointment shall be limited to a period not to exceed ~~one day less than twelve~~ eighteen 550 consecutive days ~~months~~. There shall be no such reappointment within the same department for sixty calendar days following termination. Selection shall be made for each such position from the ten highest available standings on the certification of eligibles in accordance with Section 901. The expiration of a limited term appointment shall be reported to the Personnel Director by the appointing authority, on the prescribed form.

The acceptance or refusal to accept appointment to a limited term position shall not affect an eligible's standing on an eligible list for permanent appointment.

A permanent or probationary employee who has accepted a limited term appointment in the same department in a higher class shall, if the employee so desires, be reinstated to the former position at the end of the limited term appointment. Upon reinstatement, the salary of the employee shall be restored with all adjustments which would have occurred had the limited term appointment not been made.

If, in the opinion of the appointing authority, urgent reasons exist for filling a limited

term appointment, and the appropriate eligible lists contain fewer than three available names, the appointing authority may, with the approval of the Personnel Director, appoint to the position any person who meets the minimum qualifications of the class and who has qualified in an appropriate examination.

908. Duration of Probationary Period. Each appointment, promotion, demotion, or transfer to a permanent position shall be subject to a probationary period of one year, except as otherwise provided in these Rules.

The probationary period shall date from the time of appointment to a permanent position after certification from an eligible list, and shall not include time served as a provisional, emergency, or limited term or fill-behind-of-a-leave-of-absence appointee, nor any period of continuous leave of absence exceeding fifteen days.

During the probationary period of each employee, it shall be the duty of the appointing authority to evaluate the employee. The purpose of the evaluation is to assess the employee's ability to perform the job and to provide feedback to the employee about his/her performance. The appointing authority shall inform the employee of any progress that is less than satisfactory. If the probationary employee's conduct warrants disciplinary measures, the appointing authority may take appropriate action at any time as provided by these Rules.

The appointing authority may extend the probationary period for employees who are in, or promote within, safety classifications for a total probationary period not to exceed one year and sixty days. . For all such extensions, the appointing authority shall submit a statement of reasons that shall be provided to the employee and the Personnel Director prior to the expiration of the probationary period.

~~If an employee is laid off during the probationary period and is later reemployed in the same class, the employee need only complete the balance of the required probationary period.~~

If an employee is laid off during the probationary period and is later reemployed in the same class, the employee must complete a new probationary period unless the department head waives the requirement. If the department head waives the requirement, the employee need only complete the balance of the required probationary period.

If the name of an employee released during the probationary period is restored to the eligible list from which originally certified, the employee shall be required to serve a completely new probationary period.

1001. Promotional Appointment. Whenever practicable and in the best interest of the service, a vacancy in the classified service will be filled by promotion. Promotional appointments may only be made from among employees certified from eligible lists in accordance with the rules on certification of names from eligible list, unless otherwise certified by the Personnel Director that a nominee for promotion is eligible for promotional appointment in accordance with Rule Six.

~~In order to be eligible to participate in an examination on a promotional basis, whether competitive or non-competitive, an employee must have permanent or probationary status in a class of the classified service, and must meet all prescribed standards for the promotional class.~~

In order to be eligible to participate in an examination on a promotional basis, whether competitive or non-competitive, an employee must be a regular employee and must meet all prescribed standards for the promotion.

In the event a person who has qualified on a promotional eligible list is separated from a regular position, except by layoff, that name shall be removed from the promotional list.

The effective date of appointment of all promotions shall coincide with the first day of the pay period coinciding with or next following the approval of the promotion.



1106. Displacement. Notwithstanding that positions designated for layoff may be by division, program, positions, et al, as described in Rule 1105, displacement rights or "bumping" shall be department-wide or as defined by the department head in accordance with Section 1105 and with the concurrence of the Personnel Director in order to maintain integrity of departmental operations.

a. Except as provided in / below, an employee subject to layoff may displace an employee in the same class or in a different class with the same or lower salary range, provided:

1. the employee subject to layoff has greater continuous service credit than the employee being displaced;

~~2. the employee subject to layoff meets the minimum qualifications by virtue of qualifying experience gained through employment in a regular position in the County, as determined by the Personnel Director; and~~

2. the employee subject to layoff meets the minimum qualifications for the position by virtue of qualifying experience gained through employment in a regular position in the County, as determined by the Personnel Director, and

~~3. if the displacement is to a different class, it must be a class in the same occupational group or a class previously held by the employee as a regular employee of the County, as determined by the Personnel Director.~~

3. if the displacement is to a non-management class, it must be an existing class in an occupational group previously held by the employee as a regular employee of the County or to another class in the same occupational group for which the employee meets the minimum qualifications, as determined by the Personnel Director.

b. In the event there are employees in a class with equal continuous service credit where displacement could occur, the right to displace shall be based on the discretion of the appointing authority. Should the employee subject to layoff be denied the right to displace in the class with the highest basic salary, due to the selection of another employee by the appointing authority, the employee's right to displace shall continue into the next class with the same or lower basic salary for which the employee qualifies in accordance with the Displacement Rule.

c. Except as provided in / below, an employee subject to layoff may displace to a funded vacant position in the same class or in a different class with the same or lower salary range, provided:

1. the employee has greater total continuous service credit than the employee with the highest standing on a reemployment list for the class and position in the department, or there is no reemployment list;

2. ~~the employee subject to layoff meets the minimum qualifications; and~~  
the employee subject to layoff meets the minimum qualifications for the position, and



3. ~~if the displacement is to a different class, it must be a class in the same occupational group or a class previously held by the employee as a regular employee of the County.~~

if the displacement is to a non-management class, it must be an existing class in an occupational group previously held by the employee as a regular employee of the County or to another class in the same occupational group for which the employee meets the minimum qualifications, as determined by the Personnel Director.

d. Rules regulating the right to displace or the right to accept demotion in lieu of layoff shall have no affect on an employee's eligibility to accept an appointment, to accept a promotion or demotion, or to transfer as provided under other sections of these Rules, which are unrelated to layoff, displacement, and reemployment procedures.

e. Continuous service credit for purposes of displacement shall be computed in accordance with Section 1105 of these Rules; the employee to be displaced shall be determined in accordance with said Section 1105, and, if an employee with greater continuous service elects to displace, the employee in the class with the least continuous service shall be laid off.

f. Should an employee subject to layoff qualify to exercise displacement rights in more than one class, displacement shall be in the class with the highest basic salary.

g. Displacement rights may be exercised only once in connection with any one

layoff, and shall be exercised within seven (7) calendar days from the date of the notice of the layoff, by written notice from the employee.

h. Displacement shall be considered exercised by the displacement of another employee with lesser continuous service credit or by the acceptance of a vacant position in a class with the same or lower salary range in the department except as provided for in /below.

i. Full-time employees shall have displacement rights for either full-time or part-time positions and, for the exercise of displacement rights, part-time positions shall be considered as a different and a lesser class even though the class title and salary range are identical.

j. Part-time employees shall have displacement rights for part-time positions only; but, any part-time employee with greater total continuous service credit shall have displacement rights for any part-time position regardless of its fractional portion of full-time employment.

k. In the event an employee could displace to more than one class with the same basic salary, the employee shall displace to a class with a position that is vacant over a class with no vacant positions; otherwise, the appointing authority shall determine the class to which the employee may displace.

*I. A public safety employee as described in Section 1105 subject to layoff may displace an employee in the same department with less continuous service credit in the same class or in a different public safety class with the same or lower salary range; provided, the employee subject to layoff meets the minimum qualifications for the class by virtue of qualifying experience gained through employment in a regular position in the department, as determined by the Personnel Director. If a public safety employee cannot displace within the same class or to another public safety classification, then the employee may displace to a non-public safety classification with the same or lower salary range only under the following conditions:*

*1. the employee subject to layoff previously held a regular position in the non-public safety classification; and,*

*2. the public safety employee subject to layoff has greater continuous County service credit than an employee in the non-public safety class.*

1210. Reduction in Salary. An appointing authority may reduce the salary of an employee, for disciplinary reasons, provided that such reduction shall be to a ~~step~~ point within the salary range of the position held by the employee. ~~A new anniversary date shall be established in accordance with Rule Four unless otherwise recommended by the appointing authority and approved by the Personnel Director.~~

1503. Evaluation of Employee Performance. Evaluations of performance shall be on the basis of merit and job-related factors and shall be given without regard to legally protected status, ~~race, religion, sex, age, unrelated handicap~~ handicap disability, or national origin. Job-related factors include effective delivery of quality customer service, overall performance, meeting organizational goals and objectives, and contribution to the organization.

Following the guidelines set forth in the Leadership Project Performance Management System for Managers and Executives, each employee is to be rated by an immediate supervisor and by a superior who has direct knowledge of the employee's job performance. Department heads shall ensure fair and accurate assessments of job performance within their departments.

Evaluations shall be furnished the Personnel Director, the evaluated employee, and the department concerned. Each department head shall provide for at least an annual evaluation of all regular employees in the department; however, special performance evaluation reports may be made at any time by a department head. Appraisals of probationers shall be prepared and submitted as outlined in Rule Nine.

~~When an employee receives a less than satisfactory overall performance evaluation report, the employee's anniversary date for merit salary increase purposes shall be postponed one calendar month for each calendar month or major fraction thereof in a less than satisfactory status. This period shall commence when the appointing~~

~~authority signs the less than satisfactory performance rating and end when he or she signs a satisfactory performance evaluation for the employee.~~

An employee shall have the right to respond in writing to any performance evaluation. Such response shall be brief and to the point and is to be filed with the employee's performance evaluation report.

An employee who meets or exceeds job expectations is eligible for a percentage movement on the salary range as set forth in Rule 409. In addition, an employee rated as "Exceptional" is eligible for a lump-sum (non-base building) bonus at the department head's discretion.

A manager or team of managers assigned a significant project with department wide or countywide impact, and which has measurable outcomes related to improve service delivery, may enter into an agreement with his/her department head that upon successful completion of the project, he/she may receive a lump-sum (non-base building) bonus. The range of this bonus is set by Board Resolution.

## Rule 20

### Rules Governing Leadership Classifications

2001. The provisions of Rule 20 shall apply to all positions allocated to Leadership Classifications in the classified service notwithstanding any conflicting provisions contained in any other Rule. To the extent not inconsistent with the provisions of Rule 20, and to the extent that other Rule provisions within these Civil Service Rules apply to positions allocated to Leadership Classification in the classified service, they shall continue to have full force and effect.

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