




**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 1010	Date Issued: December 1, 1993
Section: 1000 – Personnel Policies	Date Revised: February 24, 2011
Accreditation Standards:	
SUBJECT: PERSONNEL SYSTEM – DEFINED	
APPROVED:	
	Board Chairperson

- 1.0 The purpose of Policy Section 1000 - Personnel Policies is to establish policies and practices of fair and equitable personnel guidelines in matters relating to the recruitment, hiring, promoting and retaining of employees who satisfactorily perform their duties and who are dedicated to providing the highest possible public service to the User Agencies operating within the County of Santa Cruz and its Cities and the general public.
- 2.0 For the purpose of Policy Section 1000, the following words and/or terms shall have the general meanings:
 - 2.1 *Class.* A group of positions with duties, responsibilities and functions so similar that they can be given the same title, pay and promotional opportunities.
 - 2.1.1 The same tests, experience, ability and standards shall be applied equally to all persons within the same Class.
 - 2.2 *Regular Employee.* Any employee who has successfully completed their assigned probationary period and is retained in accordance with Policy Section 1000.
 - 2.3 *Probationary Employee.* Any employee appointed to fill a vacant position contingent upon the successful review and completion of an established probationary period as defined by Policy No. 1070 and Policy No. 1051.

- 2.4 *Full-time Employee.* Any regular or probationary employee who is assigned to work 2080 hours in a one year period.
- 2.4.1 Hours may be regularly or irregularly assigned.
- 2.5 *Part-time Employee.* Any regular or probationary employee who is normally assigned regular or irregular hours of less than 2080 hours, but more than 1040 hours in a one year period.
- 2.6 *Extra-Help Employee.* Any employee who is assigned regular or irregular hours on a temporary basis which total less than 999 hours in a one year period.
- 2.7 *Immediate Family.* For the purposes of this Policy Section, members of the immediate family are defined as:
- 2.7.1 Spouse
 - 2.7.2 Child
 - 2.7.3 Stepchild
 - 2.7.4 Mother
 - 2.7.5 Father
 - 2.7.6 Stepfather
 - 2.7.7 Stepmother
 - 2.7.8 Brother
 - 2.7.9 Sister
 - 2.7.10 Mother-in-Law
 - 2.7.11 Father-in-Law
 - 2.7.12 Daughter-in-Law
 - 2.7.13 Son-in-Law
 - 2.7.14 Brother-in-Law
 - 2.7.15 Sister-in-Law
 - 2.7.16 Grandmother
 - 2.7.17 Grandfather
 - 2.7.18 Registered Domestic Partner
- 2.8 *General Manager.* The employee so designated and appointed by the Board of Directors as the Joint Powers Authority General Manager.
- 2.9 *Board.* The governing Body established by the Joint Powers Agreement as the Board of Directors.
- 2.10 *Management Employee.* Any Authority employee, or employee class, which reports directly to the General Manager and/or is designated by the Board of Directors as management employees and deemed to have management responsibilities.
- 3.0 No Immediate Family member of a current Authority employee may be appointed as an Authority employee without the prior approval of the Board of Directors.

- 4.0 If co-employees marry (or enter into a relationship similar to marriage, including a registered domestic partnership) or become related by marriage, SCR911 will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security and morale following completion of the assessment discussed above. If such efforts prove to be unsatisfactory, SCR911 reserves its rights to transfer or reassign said employee as may be appropriate to alleviate the problem.

This policy shall apply to all employees of SCR911, including both full-time and part-time positions.