

ORDINANCE NO. _____

**AN ORDINANCE OF THE NAPA COUNTY BOARD OF SUPERVISORS,
STATE OF CALIFORNIA, AMENDING SECTION 2.100.180
(APPOINTMENTS) OF THE NAPA COUNTY CODE REGARDING
LIMITED TERM APPOINTMENTS**

WHEREAS, the Napa County Director of Human Resources recently reviewed Section 2.100.180 (Appointments) of the Napa County Code and recognized that allowing the County Executive Officer, the affected Department Head and the Director of Human Resources to appoint individuals into limited term positions in certain circumstances would allow for a continuity of services and efficiency for the County; and

WHEREAS, specifically, the Director of Human Resources is requesting the authority to appoint a limited term employee to fill a position for up to a year when an existing employee is away from the workplace due to a personal or industrial illness, injury, or disability and the Director of Human Resources, the County Executive Officer and the Department Head determine that it is necessary to appoint an employee to fill that position; and

WHEREAS, the Director of Human Resources is further requesting the authority to create a new limited term position with the County Executive Officer and Department Head's consent, for up to six months, when a future retiree needs to train their replacement prior to the existing employee's retirement date to ensure continuity of services; and

WHEREAS, certain amendments to Section 2.100.180 of the Napa County Code are needed to improve continuity of services and make limited term appointments more efficient.

NOW, THEREFORE, the Napa County Board of Supervisors, State of California, ordains as follows:

ORDINANCE NO. _____

SECTION 1. Section 2.100.180 of the Napa County Code entitled “Appointments” is hereby amended to read in full as set forth in Exhibit “A” to this ordinance.

SECTION 2. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Napa County Board of Supervisors hereby declares it would have passed and adopted this ordinance and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

SECTION 3. This ordinance shall be effective thirty (30) days from and after the date of its passage.

SECTION 4. A summary of this ordinance shall be published at least once five (5) days before adoption and at least once before the expiration of fifteen (15) days after its passage in the Napa Valley Register, a newspaper of general circulation published in Napa County, together with the names of members voting for and against the same.

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ORDINANCE NO. _____

The foregoing ordinance was introduced and read at a regular meeting of the Board of Supervisors of Napa County, State of California, held on the _____ day of February, 2023, and passed at a regular meeting of the Board of Supervisors of Napa County, State of California, held on the ____ day of _____, 2023, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

ABSTAIN: SUPERVISORS _____

ABSENT: SUPERVISORS _____

NAPA COUNTY, a political subdivision of the State of California

 BELIA RAMOS, Chair of the Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <i>Susan B. Altman</i>, Deputy County Counsel</p> <p>By: <i>Erin Cossen</i> County Code Services</p> <p>Date: <u>January 31, 2022</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>_____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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I HEREBY CERTIFY THAT THE ORDINANCE ABOVE WAS POSTED IN THE OFFICE OF THE CLERK OF THE BOARD IN THE ADMINISTRATIVE BUILDING, 1195 THIRD STREET ROOM 310, NAPA, CALIFORNIA ON _____.

_____, DEPUTY
 NEHA HOPKINS, CLERK OF THE BOARD

ORDINANCE NO. _____

EXHIBIT A

Section 2.100.180 - APPOINTMENTS

- A. Appointments will be made only when a bona fide vacancy exists in the departmental allocation list and when funds have been provided in the department budget for such a position.
- B. Employees shall be required to submit to fingerprinting as provided in Section 2.100.181
- C. Employees filling classes which are subject to OCCU-MED medical standards with the county in a budgeted position as established in the position allocation list shall undergo a physical examination at the expense of the county.
- D. Civil defense, other than emergency work in connection with floods and fires, is a part of the duties and responsibilities of all officers and employees and is not to be considered an addition to regular and normal duties and shall not be compensated for as extra work or overtime. Preparation and training for services in a time of disaster or emergency is by law a function of all officers and employees.
- E. If an employee is absent from the workplace due to a personal or industrial illness, injury, or disability and, the Director of Human Resources, the County Executive Officer, and the Department Head determine that it is necessary to appoint an employee to fill that position, the Director of Human Resources has the authority to create a new limited term position for up to one year to ensure continuity of services.
- F. If the Director of Human Resources, the County Executive Officer, and the Department Head all determine that there is a compelling reason that a future retiree train their replacement prior to that employee's retirement date, the Director of Human Resources has the authority to create a new limited term position for up to six months to provide that training.

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