

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS  
AMENDING PROVISIONS OF THE PERSONNEL RULES AND REGULATIONS**

**WHEREAS**, the City of Milpitas Personnel Rules and Regulations were established by adoption of City Council Resolution 792 on July 16, 1963 to set up regulations for City employment; and

**WHEREAS**, the City Council desires to remove references to elected and appointed officials from such rules and regulations.

**NOW, THEREFORE**, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. That the recitals set forth above are true and correct and incorporated herein by reference.
2. That the City of Milpitas Personnel Rules and Regulations are amended as set forth in Exhibit 1, attached hereto, with added language shown as underlined text and deletions shown in strikethrough text.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

\_\_\_\_\_  
Mary Lavelle, City Clerk

\_\_\_\_\_  
Jose S. Esteves, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael J. Ogaz, City Attorney

**EXHIBIT 1**

**City of Milpitas**

**PERSONNEL RULES AND  
REGULATIONS**

## 1.02 Definition of Terms

24. Exempt: Those positions in the municipal service as specified in the personnel ordinance to which the provisions of the personnel ordinance and rules pertaining to selection and overtime compensation do not apply. Exempt Employees include Department Heads, Division Heads, and positions with significant responsibility for formulating and implementing City policies and programs.

## 7.05 Temporary Appointment

- 7.05.3 Temporary Appointments are limited to 1000 hours of employment per fiscal year, but may be extended with the approval of the Personnel Officer. The City Manager may make a Permanent Appointment of any individual that had held a Temporary Appointment or longer than six (6) consecutive months if no Employment List has been established upon the recommendation of the Department Head and the Personnel Officer.

## TRAINING 10.00

### 10.03 General Provisions

- 10.03.1 Preparation for classes is to be on the Employee's own time.
- 10.03.2 Only Permanent Employees shall be eligible for reimbursement of training costs.
- 10.03.3 To be eligible for reimbursement, an Employee must have received advance written recommendation by his Department Head and approval by the Personnel Officer.
- 10.03.4 No Employee will be reimbursed for participation in more than six (6) college semester units at any given time.
- 10.03.5 Reimbursement to an Employee of the registration cost of such course shall be predicated upon the successful completion of the course by said Employee.
- 10.03.6 Participation in and successful completion of special training courses may be considered in making advancements and promotions. Evidence of such training must be submitted by the Employee for filing in their personnel file.