

**RESOLUTION NO. 24- 8917**

**A RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS TO  
CREATE A TRAINING/TRANSITION OVERLAP POLICY**

**WHEREAS**, over the last several years, Plumas County has experienced, and is continuing to experience, the retirement of several long-time employees which has had a detrimental effect on the retention of institutional knowledge; and

**WHEREAS**, some of the jobs done by these long-term employees are complex and can take a significant amount of time for training and transition to get a new employee familiar with the job requirements; and

**WHEREAS**, the Board of Supervisors understands that a more substantial transition time will benefit Plumas County in the long term, as more information can be passed on to a successor employee with exposure to the work environment and discussion with the outgoing employee during the course of a normal workday; and

**WHEREAS**, a Training/Transition Policy would outline the steps to gain approval and budget for an outgoing employee to train an incoming employee before the outgoing employee has left and after the incoming employee has started; and

**WHEREAS**, the transition period time frame may vary depending on the complexity of the position, but in no event would it exceed 180 days; and

**WHEREAS**, the appointing authority must submit a request to the County Administrative Officer (CAO) and Human Resources Director for approval of a transition period that includes the outgoing employee's specific signed resignation/retirement date, their scheduled last date of work, and available cost savings to cover the overlap; and

**WHEREAS**, the appointing authority will then present the approval to the Board of Supervisors for discussion of the relevant factors and possible approval,

**NOW, THEREFORE, BE IT RESOLVED,**

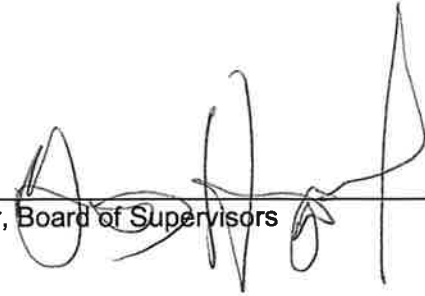
1. That the County of Plumas recognizes the importance of the Training and Transition of employees and supports a policy to help ensure institutional knowledge is not lost but passed onto the next employee; and
2. Be it further resolved that the County of Plumas adopts the policy, attached hereto as Exhibit A.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California at a regular meeting of the Board of Supervisors on June 4, 2024 by the following vote:

AYES: Supervisors: Ceresola, McGowan, Goss, Engel, Hagwood

NOES:

ABSENT:



Chair, Board of Supervisors

ATTEST:



Clerk of the Board of Supervisors

Approved as to form:



Joshua Bigenthal, Attorney  
County Counsel's Office

## Exhibit A

### **Plumas County Training/Transition Policy**

In order to allow for increased retention of knowledge and ease of transition, this policy will allow for an employee, either a new hire or a promoted employee, to be appointed to a position that is currently filled by a current employee. The current employee, who has provided a date certain of retirement or resignation that was accepted by their appointing authority, will make every effort in assisting the recent hire and to pass on the institutional knowledge that ensures a smooth transition. This transition period will be dependent on the individual factors of the vacated position, but in no event will the transition period exceed 180 days, and it must be approved by the Board of Supervisors.

The process for requesting a transition period will be as follows:

The Department Head will provide the Human Resource Director (Human Resource Director) and the County Administrative Officer (CAO) with a written request for a transition period for an outgoing employee. This request will include the outgoing employee's specific signed resignation/retirement date, this resignation/retirement must have been accepted by the Appointing Authority, their scheduled last date of work, and available cost savings to cover the overlap. The request will also describe the need for a transition period, such as the longevity of the outgoing worker, or the specialized knowledge the position requires. The request will also provide the length of transition period needed, which may be changed by the CAO in consultation with the HR Director, depending on the circumstances and budgetary constraints.

The CAO will either approve the request, approve the request with modifications, or deny the request. This shall be done as soon as possible to allow sufficient time to recruit and fill the position.

After approval by the CAO, the approval form will be presented to the Board of Supervisors during a regularly scheduled meeting for discussion and possible action.

If a transition period is approved, the Department may immediately make efforts to recruit and fill the position prior to the outgoing employee's departure.