

ORDINANCE NO. 3449

**AN ORDINANCE AMENDING SECTION
2.48.070 OF THE COUNTY CODE**

The Board of Supervisors of the County of San Luis Obispo, State of California, does ordain as follows:

SECTION 1: Section 2.48.070 **Time and administrative reports** of the County Code shall be amended as follows:

2.48.070 - Time and administrative reports.

- (a) Each ~~head of a~~ department head shall cause to be prepared and shall certify time reports showing attendance for the specified pay period of all persons serving in his department or under his jurisdiction pursuant to this chapter. Copies of such reports shall be delivered to the ~~human resources director personnel director~~ at such times as the human resources director personnel director shall direct.
- (b) The ~~human resources director personnel director~~ shall certify or cause to be certified thereon whether the employees have been employed and are being remunerated in accordance with the provisions of this chapter.
- (c) The ~~human resources director personnel director~~ may require, subject to the approval of the board of supervisors, such other reports as are deemed necessary from department heads and the civil service commission for the proper administration of this chapter.
- (d) For each new employee there must be attached to each hire and action form that is turned in to the ~~human resources department personnel department of the county administrative office~~ by a department head, new employee employment documents as required by federal, state, or local government, and any documents required for eligibility in benefits programs, one of the following signed by the new employee:
 - ~~(1) Retirement application;~~
 - ~~(2) Waiver of retirement benefits; or~~
 - ~~(3) Written statement by the new employee that a choice between enrollment or waiving retirement benefits will be made within thirty days of employment.~~

The auditor-controller shall not approve salary or compensation, or issue any warrant or warrants, to any such new employee for the performance of service under this chapter, unless this subdivision (d) has been first complied with.

SECTION 2: This ordinance shall take effect and be in full force and effect thirty (30) days after its passage; and before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once with the names of the members of the Board of Supervisors voting for an against the ordinance in a newspaper of general circulation published in the County of San Luis Obispo, State of California.

INTRODUCED at a regular meeting of the Board of Supervisors held on the 4th day of May, 2021, and PASSED and ADOPTED by the Board of Supervisors of the County of San Luis Obispo, State of California, on the 18th day of May, 2021, by the following roll call vote, to wit:

AYES: Supervisors Dawn Ortiz-Legg, Bruce S. Gibson, John Peschong, Debbie Arnold and Chairperson Lynn Compton

NOES: None

ABSENT: None

ABSTAINING: None

STATE OF CALIFORNIA) **ss.**
COUNTY OF SAN LUIS OBISPO)
I, **WADE HORTON**, Ex-Officio Clerk of the Board of Supervisors thereof, do hereby certify the foregoing to be a full, true and correct copy of an order entered in the minutes of said Board of Supervisors, and now remaining of record in my office.
Witness, my hand and seal of said Board of Supervisors on September 20, 2021.
WADE HORTON,
Ex-Officio Clerk of the Board of Supervisors
By: _____
Deputy Clerk

Supervisors
te of California

Ex-Officio Clerk of the Board of Supervisors
County of San Luis Obispo, State of California

By: _____
Deputy Clerk