

**Summary of Recommended Revisions to
Salary and Benefit Resolution for Unrepresented Employees**

Section/Subsection	Recommendation
102. EFFECTIVE DATE	Incorporates amendments made by other resolutions.
103. CHANGES AND MODIFICATIONS	Clarifying language
Section 2: APPLICABILITY	Clarifying language, classification definitions provided below rather than in this section.
Section 3: DEFINITION OF TERMS	<p>Definitions deleted where included in the Personnel Rules, since these rules apply to all employees including unrepresented employees.</p> <p>Definitions added for classifications of unrepresented employees.</p> <p>Executive Management Employee definition was removed. This classification was never incorporated into the salary schedule, and these employees had the union code of UD. Employees previously classified as Executive Management (UD) are being assigned Administrative Management (UM).</p>
Section 4: FEES AND REIMBURSEMENTS	DELETED: Contained in 1301 of Personnel Rules
Section 5: ALLOCATION OF POSITIONS	This definition is listed in Personnel Rules 1302. Section now refers to Rules, which also incorporate changes from resolution 151-2007.
Section 6: ADMINISTRATION OF SALARY SCHEDULE	Section 601 (renumbered section 501) now refers to Personnel Rules (1300, 1303, 1304) and is updated to reflect changes made in Resolution 089-2014.
602. FULL TIME, PART-TIME, AND EXTRA HELP EMPLOYEES	Section 602 covered in Personnel Rules 1304
603. SALARY STEP UPON EMPLOYEMENT	Section 603(A) and (B) DELETED, contained in Personnel Rules 1304. (C), Salary Upon Reemployment, renumbered as 502, modified for clarification and to refer to Personnel Rules where

	appropriate. Vacation accrual rate section separated to become its own section 503. POLICY CHANGE: Longevity pay accrual rate removed from this section, as longevity would not accrue upon re-employment.
604. SALARY STEP PLAN	Contained in personnel rules 1304-1308, 1312, and anniversary date in definitions, 1603. POLICY CHANGE: Salary Step Plan for Appointed Department Heads is remaining (NEW SECTION 504), but revised to leave salary steps for department heads to the sole discretion of the Board.
605. SALARY STEP ON PROMOTION	Subsection A DELETED—in Personnel Rules 1308. Remainder of the Section is on salary of internal candidates promoted to department head, so this section was renamed, and renumbered as Section 505.
NEW SECTION 506: CALPERS RETIREMENT PLAN BENEFITS, 507: CALPERS CONTRIBUTION, 508: SURVIVOR BENEFITS	Revised to incorporate changes made by resolution 128-2011
606. SALARY ON DEMOTION	Covered in Personnel Rules 1309
607. SALARY ON TRANSFER	Covered in Personnel Rules 1310
608. CHANGES IN SALARY RANGES	Covered in Personnel Rules 1311
609. SALARY STEP ON RECLASSIFICATION	Covered in Personnel Rules 1312
610. SALARY PROVISIONS UPON RESTORATION	Renumbered to 509. Language revised slightly for clarity.
611. BOARD AUTHORITY TO SPECIFY COMPENSATION	DELETED. Covered in Personnel Rules 1313 and 1314
612. PAYROLL RECORDS	DELETED. Covered in Personnel Rules 1315.
613. PAYDATE	DELETED. Covered in Personnel Rules 1316.
Section 7: DESIGNATED SALARIES 701. SALARIES UNREPRESENTED EMPLOYEES	AMENDED per Resolution 166-2013 and Resolution 015-2014, and covered in adopted Personnel Rules 1304.6. Renumbered to SECTION 6, 601.

702: SALARIES/COMPENSATION BOARD OF SUPERVISORS	DELETED. Covered in adopted Personnel Rules 1304.6.
703: SALARIES/COMPENSATION ELECTED OFFICIALS	Revised as Section 602: Salaries/Compensation Elected Department Heads, per resolution 180-2013
704: SALARIES SHERIFF MANAGEMENT CLASSES	DELETED. Covered under Personnel Rules 504 and LEMA
Section 8: HOLIDAYS 801: SCHEDULED HOLIDAYS	Amended to date: Renumbered Section 7. Superior Court is no longer part of the County, so reference removed. Holiday pay is already incorporated in the salaries of Elected Officials, and they are not eligible for Holiday pay. Official holidays clarified. ADDED Section 702, FLOATING HOLIDAYS and revised text for clarity.
802. DAY OBSERVED	Renumbered to 703. Revised for clarity.
803. COMPENSATION	Renumbered to 704. Revised for clarity and added reference to Rules where applicable. Extra help, excluding limited term, are not eligible for holiday pay, so reference was removed, also removed section 907 which covered this provision.
804. LIMITATIONS	Covered by Personnel Rule 1401.
Section 9: Vacations	ADDED SECTION 801, GENERAL
902: ACCRUAL RATES AND MAXIMUM ACCUMULATION	Section revised as 802: ACCRUAL RATES AND MAXIMUM ACCUMULATION – APPOINTED DEPARTMENT HEADS. Modified language for clarity, reorganized to discuss Appointed Department Heads first. POLICY CHANGE: Effective January 1, 2018, vacation time over the maximum accrual rates will no longer be available for pay out. As written, the final cash-out for vacation time will occur in January of 2018.
903: ACCRUAL RATES AND MAXIMUM ACCUMULATION - DEPARTMENT HEADS AND SHERIFF'S MANAGEMENT CLASSES	Section revised as 803: ACCRUAL RATES AND MAXIMUM ACCUMULATION – OTHER UNREPRESENTED CLASSES. Modified language for clarity, reorganized to discuss Appointed Dept Heads first.
904: PROVISIONS	DELETED. Covered under Personnel Rules section 904.

905: VACATION SCHEDULING	DELETED. Per Resolution 204-2003. Covered in Personnel Rules 1402.4.
906: DONATION OF VACATION	Revised per Resolution 204-2003.
907. EXCLUSION	Incorporated into 803 (new section 704).
Section 10: Sick Leave	Renumbered to Section 9.
1001: ACCRUAL	Retitled to GENERAL. Revised to reference Personnel Rules.
1002-1008: ELIGIBILITY – FITNESS FOR DUTY	DELETED. Covered by 1401 and 1404 of the Personnel Rules.
1009: PAYMENT FOR UNUSED SICK LEAVE	Renumbered to 902. Revised Per Resolution 151-2007. References changed to reflect new numbering.
Section 10: Exclusions	Renumbered and retitled to: SECTION 10: MANAGEMENT, SUPERVISORY, AND SPECIAL LEAVE
1101: MANAGEMENT LEAVE	Renumbered 1001. Revised Per Resolution 240-2007 and added chart for clarity. POLICY CHANGE: Effective January 1, 2018, credited management leave for appointed department heads must be used by the last day of pay period 26 of each year; no longer available for pay out. No change for Unrepresented Management.
1102: SUPERVISORY LEAVE	Renumbered to 1002. Updated per resolution 180-2013.
1103: SPECIAL LEAVE	DELETED. Discussed in more detail in 1003 Special Leave For Non-Exempt Confidential Employees.
1004: SPECIAL LEAVE FOR EXEMPT CONFIDENTIAL EMPLOYEES	Renumbered and retitled to 1003: SPECIAL LEAVE FOR NON-EXEMPT CONFIDENTIAL EMPLOYEES. Revised text and added table for clarity.
Section 12: Other Paid Leaves	Renumbered and retitled to SECTION 11: OTHER LEAVES
1201: JURY DUTY	Revised to refer to Personnel Rules Section 1411

1202-1203	DELETED. Covered in Personnel Rules 1408.
Section13: Leave without Pay	Removed Section header, combined with previous section. Renumbered and retitled to 1103: LEAVE OF ABSENCE WITHOUT PAY. Deletions where covered by Personnel Rules 1406.
Section 14: Special Pays	Renumbered to Section 12.
1401: PERS CONTRIBUTION	Per Resolution 128-2011. This has been rephrased and moved to Article 5 of the Unrepresented Resolution.
1402: LONGEVITY PAY	Renumbered to 1201. POLICY CHANGE: No longevity for new employees, though existing employees receiving or vested to longevity pay will be eligible to receive it. Removing longevity pay for Elected Department heads beginning January 2019. Undersheriff removed from reference, since this position receives POST in lieu of longevity pay (Added as Section 1202: POST CERTIFICATE PAY). Prior service credit removed per resolution 235-2014. Reworded years of service calculation for clarity.
1403: TAHOE EMPLOYMENT DIFFERENTIAL	Renumbered to 1203. Revised per resolution 204-2003 and removing historical information that is no longer applicable.
1404: MILEAGE REIMBURSEMENT	DELETED. Per Resolution 204-2003, which has been placed in Board Policy D-1.
1405: DEPUTY DISTRICT ATTORNEY ON-CALL PAY	Renumbered and retitled to 1204: DISTRICT ATTORNEY ON-CALL PAY. Deputy DAs are covered by their own MOU.
1406: MENTAL HEALTH MEDICAL DIRECTOR/ PSYCHIATRIST ON-CALL PAY	Renumbered and retitled to 1205: EXTRA HELP PSYCHIATRIST ON-CALL PAY. Revised per Resolution 138-2014, and removed references to the PHF, as it is now contracted-out.
1407: ON-CALL DUTY AND CALL-BACK PAY FOR EXTRA HELP EMPLOYEES	Renumbered and retitled to 1206. ON-CALL DUTY AND CALL-BACK PAY FOR NON-EXEMPT CONFIDENTIAL AND EXTRA HELP EMPLOYEES. Revised per Resolution 093-2015 and to match MOUs
1408. ACTING PAY ASSIGNMENTS	Renumbered to 1207. Revised to incorporate a cap

	of 960 hours per fiscal year in accordance with AB 1487, to match MOUs, and to clarify. ADD section 1208: INTERIM ASSIGNMENTS, per Resolution 091-2002.
1409. UNIFORMS - SHERIFF'S MANAGEMENT CLASSES	Renumbered and retitled to 1208. UNIFORMS - SHERIFF AND UNDERSHERIFF. Revised per Resolution 51-2008 and Vehicle Policy D-4, to remove classifications that no longer exist or are covered by LEMA.
1412. BILINGUAL DIFFERENTIAL	Renumbered to 1210. Revised to update for consistency with MOUs.
1413: SURVIVORS BENEFIT	Moved to Section 508
1414: AFTER HOURS SOCIAL WORKERS/MENTAL HEALTH CRISIS SPECIALISTS	Moved to Section 1205
1415: DEFERRED COMPENSATION CONTRIBUTION	Renumbered and retitled to 1211: DEFERRED COMPENSATION CONTRIBUTION FOR APPOINTED DEPARTMENT HEADS AND ADMINISTRATIVE MANAGEMENT EMPLOYEES. Updated per resolution 328-2002.
1416: EDUCATION INCENTIVE	Renumbered to 1213. Clean up of language, as undersheriff is now the only class covered by this section. Accreditation language updated for consistency with LEMA MOU.
1417: BUILDING DEPARTMENT CERTIFICATION PROGRAM	Renumbered to 1214. No building department employees are unrep other than extra help, so deleted most of this section.
1418: CERTIFIED PUBLIC ACCOUNTANT (CPA) INCENTIVE	Renumbered to 1215. Updated per Resolution 041-2005, 180-2013, and 235-2014.
1419. PROJECT/TEAM LEADER DIFFERENTIAL	DELETED. This class is no longer governed by Unrep Resolution.
1420. PERS SAFETY RETIREMENT	DELETED. Discussed in Section 507 of this Unrepresented Resolution.
1421: LEGISLATIVE DIFFERENTIAL	Was to be inserted per Resolution 041-2005, 180-2013, and Resolution 235-2014. POLICY CHANGE: However, this is proposed to be rescinded and not added to the Resolution.

Section 15: Insurance Plans	Renumbered to Section 13. New Section 1301: PLAN DOCUMENTS OR CONTRACTS CONTROL moved from section 1506. ADD section 1302: MEDICAL, DENTAL, AND VISION PLAN BENEFITS per Resolution 132-2003, which has been superseded by Resolution 158-2005.
1501: OPTIONAL BENEFITS PLAN	Renumbered as 1304. Updated per resolution 158-2005.
1502: COUNTY MEDICAL/DENTAL PLAN AND 1503: VISION CARE	Renumbered and retitled as 1302: MEDICAL, DENTAL, AND VISION PLAN BENEFITS. Updated per Resolution 132-2003, and Resolution 158-2005 which superseded it.
1504: LIFE INSURANCE	Renumbered as 1305. Revised for clarity, and incorporating clean-up reference for increase, which occurred in 1998 as is incorporated here.
1505: LONG TERM DISABILITY	Renumbered as 1306. Revised for clarity, and incorporating clean-up reference for increase, which occurred in 1998 as is incorporated here.
1507: STATE DISABILITY INSURANCE	DELETED. Discussed in Rule 1404 of Personnel Rules. ADD section 1307. EMPLOYEE ASSISTANCE PROGRAM (EAP). Already received by these employees, as it is a county-wide benefit.
1508: TEMPORARY DISABILITY INDEMNITY	DELETED. Discussed in Rule 1404 of the Personnel Rules.
1509. RETIREE HEALTH CONTRIBUTION	Renumbered section: 1303. Updated per resolution 007-2010 to discontinue retiree health contributions, and to remove any language that would no longer apply due to expiration years.
1510. SALARY CONTINUATION, WORKERS COMPENSATION; WELFARE FRAUD INVESTIGATORS	DELETED. Job title no longer exists.
Section 16: Annual Medical Exams: Department Heads	DELETED. Not needed; this is available to employees via their medical/dental/vision benefits through the County.
Section 17: Tuition Reimbursement	DELETED. Removed from Unrepresented Resolution because it is in Personnel Policy E6. Proposed for Personnel Rules in next update.

Section 18: Hours of Work and Overtime	Renumbered to Section 14.
1801: WORK SCHEDULES	Renumbered to 1401. Revised for clarity and to represent current classifications.
1802-1804	DELETED. Covered in Personnel Rules 1418, Per Resolution 006-2010, Fair Labor Standards Act, and Law.
1805: ACCUMULATION AND USE OF COMPENSATORY TIME OFF	Renumbered to 1402. Updated per note for 2001 effectiveness date.
1806: PAYOFF OF COMPENSATORY TIME OFF (CTO) UPON PROMOTION TO MANAGEMENT	DELETED. Covered in Personnel Policy No. 4., and Personnel Rules 1001
1807: REST PERIODS	Renumbered to 1403. Covered in Personnel Rules 1416.
1808: MEAL PERIOD	Renumbered to 1404. Deletions covered in Personnel Rules 1417.
ADD SECTION 15: GRIEVANCE PROCEDURE	POLICY CHANGE: Grievance procedure added to this resolution (outdated procedure previously contained in Personnel Policy). Procedure similar to updated MOUs, with modifications based on the absence of union representation.
Section 19: Closure of County Buildings Policy	Renumbered to Section 16. Revised slightly for clarity.
Section 20: PROBATIONARY PERIODS: UNREPRESENTED EMPLOYEES	Renumbered to Section 17. Added section numbers and revised to represent current classifications. POLICY CHANGE: Added the option of allowing a department to extend an employee's probation one time for up to six months.