

SALARY AND BENEFITS
RESOLUTION FOR
SUPERVISORS' ASSISTANTS

Draft 07-19-11



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SECTION 1 TITLE AND EFFECTIVE DATE

101. TITLE

This Resolution shall be known as the El Dorado County Salary and Benefits Resolution for Supervisors Assistants.

102. EFFECTIVE DATE

The provisions of this resolution shall apply to new hires who are appointed to the classification of Supervisor's Assistant by a newly elected, non-incumbent Supervisor after M/D/2011.

103. CHANGES AND MODIFICATIONS

This Resolution does not constitute an employment contract and is subject to revision by the Board of Supervisors in its discretion in any manner provided for by law and shall not limit the ability of the Board of Supervisors to take any action with regard to the employment relationship with Supervisors Assistants which is not inconsistent with established law.

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SECTION 2 APPLICABILITY

The provisions of this Resolution shall apply only to employees in the classification of Supervisor's Assistant. The Supervisor's Assistant is an Elected Official's Personal Staff, as defined herein.

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SECTION 3 DEFINITION OF TERMS

301. **ALLOCATED POSITION** shall mean a position within a classification established by the Personnel Allocation Resolution and funded through the County's budget process.
302. **ANNIVERSARY DATE** of an employee shall be the first day of the bi-weekly pay period following their employment date.
303. **APPOINTING AUTHORITY** shall mean the board, officer, or person having the power by lawfully delegated authority to make appointment to or removal from positions in County service.
304. **BASE HOURLY RATE** shall mean the hourly rate corresponding to the salary step in the salary range of the classification to which the employee is appointed.
305. **BOARD** when used alone means the Board of Supervisors of El Dorado County.
306. **CIVIL SERVICE** means those positions in County service which are designated by the Board of Supervisors as subject to the provisions of Civil Service Ordinance Chapter 2.60.
307. **ELECTED OFFICIAL'S PERSONAL STAFF** means, employees who are selected and appointed by the elected official, serve at the elected official's pleasure, and are not subject to the County's civil service system. These employees are also exempt from the overtime provisions of the Fair Labor Standards Act.
308. **CONTINUOUS SERVICE** means, for the purposes of this Resolution only, that service commencing with the employee's anniversary date and continuing until broken by resignation or dismissal from County service for the purpose of determining eligibility for sick leave allowance and vacation eligibility and accruals. Service as an Extra Help, CETA, Provisional employee or Reserve Deputy shall not count toward continuous service.
309. **COUNTY OFFICER** means those officers enumerated in Section 24000 of the Government Code.
310. **COUNTY SERVICE** means all positions in all departments as that are subject to control and regulation of the Board of Supervisors.
311. **DEPARTMENT** means any of those offices, departments, or organizational units

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of County government.

312. **EXEMPT EMPLOYEE** means an employee who has been designated by the County to be elective, executive, administrative, professional or other category specifically exempted from the overtime pay requirements of the Fair Labor Standards Act and interpretive and administrative regulations.
313. **EXTRA HELP EMPLOYEE** means a person who is hired for temporary, sporadic, seasonal, etc. employment by the County and who has not been appointed as a result of a competitive process to an allocated position.
314. **FULL-TIME EMPLOYEE** means an employee who is appointed to an allocated position which requires full-time work as defined herein.
315. **FULL-TIME WORK** shall normally mean eight (8) hours per day and five (5) days per calendar week, provided, however, that at the discretion of the Board of Supervisors or the Chief Administrative Officer, specific departments may be authorized to utilize a ten (10) hour per day, four (4) day per week work schedule or other approved alternate work schedule.
316. **HOLIDAYS** means those days enumerated in this Resolution applicable to the individual employee.
317. **NON-CIVIL SERVICE** means the performance of duties by employees in a position or capacity to which civil service status does not attach and who are exempted by the El Dorado County Ordinance 2.60, Section 2.60.060 or those involving:
- The rendering of professional, scientific, technical or expert contract services;
 - Services of a temporary or extra help nature;
 - Services, which by reason of unusual or special employment conditions are contracted for on a special flat rate or fee basis.
318. **PART-TIME EMPLOYEE** means an employee who is appointed to an allocated position which requires a total number of hours to be worked which is less than full-time work.
319. **PAY PERIOD** means 14 designated calendar days which includes the normal eighty (80) hour bi-weekly pay cycle.
320. **PAY STATUS** means whenever an employee is at work, absent on a paid holiday, absent on leave with pay, or absent on authorized compensatory time

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off.

321. **PROVISIONAL EMPLOYEES** are categorized as Extra Help employees who have worked in excess of 1000 hours during one (1) year from date of hire and whose continued employment has been approved by the Chief Administrative Officer in accordance with policy. Provisional status employees shall be compensated in the same manner as extra help employees except that they shall receive PERS Retirement and Health/Dental Insurance benefits only.
332. **REGULAR EMPLOYEE** means a person who has been appointed to an allocated position as a result of a competitive recruitment process, or in accordance with law. Extra help, provisional, and/or contract employees are not regular employees.
333. **SATISFACTORY SERVICE** means meeting the work, performance and conduct standards established by the department.
334. **VETERAN** means a person satisfying the definition specified in the Military and Veterans Code.

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SECTION 4 FEES AND REIMBURSEMENTS

REIMBURSEMENTS - Unless otherwise provided by law or Board Resolution, all fees and commissions, but not including mileage or travel reimbursements received by any County officer or employee, shall be paid into the County Treasury.

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SECTION 5 ALLOCATION OF POSITIONS

501. **AUTHORIZED PERSONNEL** Except as otherwise provided for by law, the Board of Supervisors shall, by Resolution, specify the number and classification of all positions authorized for each department of the County.

Such positions shall be designated as full-time equivalents; the appointing authority may designate a full-time position to be utilized as part-time within budgetary constraints. Such Resolution shall be known and may be referred to in all proceedings as the Authorized Personnel Allocation Resolution. All additions, deletions or modifications to the Authorized Personnel Allocation Resolution shall be made by amending Resolution. No person shall receive any compensation for services as a County employee whose employment is not authorized by the Authorized Personnel Allocation Resolution, or otherwise as provided for by law.

The Clerk of the Board shall immediately forward to the County Auditor and Chief Administrative Officer a copy of the Authorized Personnel Allocation Resolution, and of any and all Resolutions making additions, deletions or modifications thereto upon adoption by the Board of Supervisors. Nothing in this section shall restrict the right of any County officer to utilize as many people as he/she shall deem proper to serve without compensation for their services.

502. **UNDERFILL POSITION** With approval of the Director of Human Resources and the Chief Administrative Officer, an appointing authority may underfill a vacant position with another position in a class which is at the same or lower salary range and which is in the same or closely related class series.

503. **OVERFILL POSITION**

A position that:

- A) Is vacated or to be vacated through retirement or other separation of an employee; or
- B) Is occupied by an employee who is receiving compensation pursuant to Section 4850 of the California Labor Code; or
- C) Is occupied by a person on an extended leave of absence, with the approval of the Chief Administrative Officer and the Director of Human Resources. In such cases the position may be filled by another employee as an overfill position for the period of time prior to the date of separation, or for the duration of the unused leave or overtime which is paid to the employee upon separation, or for the period of the leave of absence of the

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employee.

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SECTION 6 ADMINISTRATION OF SALARY SCHEDULE

601. **DESIGNATED SALARY** Unless as otherwise required by law or policy, a standard salary schedule consisting of a flat hourly rate and equivalent monthly salary rate in dollars for employees in the classification of Supervisor's Assistant shall be established by Resolution of the Board of Supervisors.

602. **FULL TIME, PART-TIME, AND EXTRA HELP EMPLOYEES**

A) **Full-Time Employees** -A full-time employee shall receive the full amount of salary as established by Board Resolution, if the total hours in pay status for the biweekly pay period as shown equals or is greater than eighty (80) hours. A full-time employee who is not in pay status for 80 hours for a particular biweekly pay period as shown in the Payroll Time Report shall be entitled only to the total hours in pay status as shown by the Payroll Time Report.

B) **Part-Time Employees** -A part-time employee shall receive that portion of the salary as established by Board Resolution based upon number of hours in pay status in the pay period.

In other respects, the provisions of this Resolution applicable to full-time employees shall apply to part-time employees unless specifically defined otherwise herein.

C) **Extra Help Employees** - A member of the Board of Supervisors may authorize the temporary employment of a person as extra help upon a determination that sufficient funds are budgeted and available within his or her district budget. Extra Help employees shall not be entitled to accrue sick leave, vacation, or be paid for absence for temporary military duty or holiday pay and shall not be eligible to participate in the retirement system unless specified by law. Extra Help employees cannot achieve Civil Service Status regardless of the number of hours worked or services performed.

612. **PAYROLL RECORDS**

The office of the County Auditor and Department of Human Resources shall be the office of record with respect to maintenance of payroll records to implement the payroll provisions of all ordinances and resolutions. Departmental payroll records shall be maintained in forms provided or approved by the County Auditor.

613. **PAY DATE**

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The date of payment shall be the first Friday following the close of the biweekly pay period, except that when such following Friday falls on a legal holiday, the date of payment shall be the first Thursday (or first Wednesday if Thursday is also a holiday) following the close of the biweekly pay period.

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SECTION 7 DESIGNATED SALARIES (Deleted)

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SECTION 8 HOLIDAYS

801. **SCHEDULED HOLIDAYS** Paid holidays shall be authorized for only full-time and part-time employees.

The following days shall be the official County holidays:

January 1 - New Year's Day January (Third Monday) - Martin Luther King Jr.'s Birthday

#February 12 - Lincoln's Birthday* February (Third Monday) - Washington's Birthday May (Last Monday) - Memorial Day July 4 - Independence Day September (First Monday) - Labor Day

#October (Second Monday) - Columbus Day* November 11 - Veterans Day November - Thanksgiving Day November - Friday after Thanksgiving December 24 -Christmas Eve * (When Christmas Day falls on a Thursday, the day after

Christmas shall be observed as a holiday in lieu of Christmas Eve). December 25 -Christmas Day

In addition to which, every day appointed by the President or Governor, upon concurrence by the County Board of Supervisors, for a public fast, Thanksgiving, or holiday shall also be considered as a holiday for purposes herein.

Floating Holidays - In Lieu of Lincoln's Birthday and Columbus Day, regular employees shall be entitled to up to sixteen (16) hours of floating holiday time. This time will be credited in pay period 01 of each year. Floating holidays shall be taken at a time agreeable to both the employee and the appointing authority. Part-time employees shall receive this holiday time on a prorated basis.

Lincoln's Birthday and Columbus Day will not be considered holidays for payroll purposes. Floating holiday time must be used by the last day of pay period 26 of each year and is not subject to the payoff provisions. Any unused floating holiday time will be lost.

802. **DAY OBSERVED** If a holiday falls on a Sunday, the following Monday shall be observed as the holiday in lieu thereof. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday in lieu thereof. All full-time and part-time employees who are on an irregular work week schedule shall be entitled to the same number of paid holiday hours as those employees on a regular work week schedule. If an employee works a non-standard (rather than Monday through Friday) work schedule, their first day off shall be treated as if it was a Saturday and their second day off as if it was a Sunday.

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803. **COMPENSATION FOR HOLIDAYS** Full-time and part-time employees shall receive holiday pay for all authorized holidays at their current hourly rate, not to exceed eight (8) hours for any one (1) day, provided they are in a pay status on both their regularly scheduled work days immediately preceding and following the holiday. Part-time employees shall be entitled to receive holiday pay in proportion to the percentage of full-time hours worked during the biweekly pay period which includes a holiday.

804. **LIMITATIONS** The following provisions as to administration of holidays shall apply to all full-time and part-time employees:

-A new employee whose first working day is the day after a paid holiday shall not be paid for that holiday;

-An employee who is terminating his/her employment and whose last day as a paid employee is the day before a holiday, shall not be entitled to holiday pay for that holiday.

Extra Help employees are not covered by holiday provisions herein. However, an Extra Help employee who is appointed to an allocated part-time or full-time position on the day following a holiday in accordance with Sections 801 and 802, and who was in pay status on the regularly scheduled workday before and after the holiday, shall be entitled to receive holiday pay for the respective holiday.

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SECTION 9 VACATIONS

901. **VACATIONS** Each full-time Supervisor's Assistant shall be credited with 120 hours of vacation time in the first full pay period following completion of thirteen (13) full pay periods of service in the classification of Supervisor's Assistant. Thereafter, the employee shall be credited with 120 hours of vacation leave in the pay period which includes the anniversary of the employee's hire date.

Each part-time Supervisor's Assistant shall be credited with hours of vacation time in the first full pay period following completion of thirteen (13) full pay periods of service in the classification of Supervisor's Assistant. Thereafter, the employee shall be credited with 120 hours of vacation leave in the pay period which includes the anniversary of the employee's hire date.

902. **MAXIMUM ACCUMULATION** Each Supervisor's Assistant shall accrue and accumulate vacation leave with pay while in continuous service; however, in no case shall a Supervisor's Assistant accumulate more than 160 hours vacation leave..

Each full-time and part-time employee with over eleven years continuous service shall accrue vacation credit at the rate of .07750 hour for each full hour in pay status. (Equal to 6.2 hours per full time in a pay period.) In no case shall an employee with more than eleven years continuous service accumulate more than 160 hours vacation leave.

904. **PROVISIONS** Vacation leave shall be accrued as provided in sections 901 and 902, above. Upon termination of an employee's employment, for any cause, the employee shall be paid for any unused vacation hours accumulated, up to the maximum amount permitted to be accumulated. No employee shall receive any payment in lieu of vacation while remaining a County employee.

905. **VACATION SCHEDULING** It is the policy of the County that employees take their vacation each year; provided, however, that for reasons deemed sufficient by the appointing authority, an employee may take less than the normal vacation accrued that year. All vacations shall be taken at such times during the calendar year as may be approved by the appointing authority.

In the event an employee is not permitted to take all of the vacation to which he or she is entitled in a calendar year, the employee shall be permitted to accumulate the unused portion to the employee's credit, provided that the employee shall not have a total vacation credit of more than the maximum allowed herein.

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All requests for vacation must be approved by the employee's supervisor or designee. The supervisor is responsible for insuring that the employee is eligible for the vacation requested. No person shall be allowed vacation in excess of that actually accrued at the time such vacation is taken.

It shall be the responsibility of the supervisor to require vacation leave be taken in order to avoid excessive accumulation or forfeiture.

906. **DONATION OF VACATION** An employee may donate accumulated vacation time to another employee who has exhausted his or her sick leave and vacation leave due to an extended or catastrophic illness or serious medical condition of the employee, or member of the employee's immediate family (child, spouse, parent, or person for which the employee has been designated as legal guardian). An employee may also donate vacation time, pursuant to the form above, in the event of the death of an employee. Such donations shall be made on a form prescribed by the County Auditor and shall be in four (4) hour increments. The hours donated will be deducted from the donating employee's accumulated balance and credited to the accumulation vacation account of the employee receiving the donation. If the donation of hours is accepted, the accepting employee shall be responsible for payment of any applicable taxes. County shall withhold any amounts authorized or required by law.

907. **EXCLUSION**

Extra Help employees shall not be subject to the provision of this Section 9.

Extra Help, CETA, or other employment time shall not count towards the required continuous service for vacation benefits.

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SECTION 10 SICK LEAVE

1001. **ACCRUAL** A full-time or part-time Supervisor's Assistant shall accrue sick leave at the rate of .04625 per hour in pay status, calculated on the basis of actual service (3.7 hours earned per full pay period paid).

1002. **ELIGIBILITY** A full-time or part-time Supervisor's Assistant shall not be entitled to use accrued sick leave with pay until the employee has two (2) full bi-weekly pay periods of continuous service with the County.

1003. **USAGE** Employees are entitled to use accrued sick leave, with the approval of the appointing authority, to a maximum of the time accrued, for the following conditions:

- A) The employee's illness, injury, disability, or exposure to contagious disease which incapacitates him/her from performance of duties.
- B) The employee's receipt of required medical, dental or optical care or consultation.
- C) The employee's care of a member of the immediate family, as defined by law, i.e., Family Medical Leave Act, California Family Rights Act, who is ill or disabled.
- D) The employee's preparation for or attendance at the funeral of a member of the immediate family. Immediate family means parent, spouse, son, daughter, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or grandchildren by blood or marriage or person for which the employee has been designated legal guardian.

1004. **EXCEPTION TO USE OF SICK LEAVE**

No County employee shall be entitled to sick leave when absent from duty for any of the following reasons:

- A) Disability arising from any sickness or injury purposely self-inflicted or caused by the employee's willful misconduct.
- B) Sickness or disability while on leave of absence with or without pay other than the employee's regular vacation or regular paid holidays.

1005. **INTEGRATION WITH OTHER BENEFITS**

- A) **Workers' Compensation** - A full-time or part-time Supervisor's Assistant

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who is entitled to receive temporary disability indemnity under the California Labor Code (Workers' Compensation) may elect to take only that portion of the employee's accumulated leave balances as when added to the employee's disability indemnity will total the employee's full pay.

- B) **State Disability Insurance** -A full-time or part-time Supervisor's Assistant who is entitled to receive State Disability Insurance may elect to take only that portion of the employee's accumulated leave balances as when added to his/her S.D.I. will equal one hundred (100) percent of the total base salary. It is the employee's responsibility to file for State Disability and make all arrangements with the Auditor's Office for leave integration.

1006. **ADMINISTRATION OF SICK LEAVE** The appointing authority is charged with the responsibility of administering sick leave use by staff. . Employees upon return to work may be required to submit a sick leave request form or record of sick leave use. The appointing authority may request information in order to aid in the determination of whether the sick leave use is legitimate. The appointing authority may require a physician's statement or acceptable substitute from an employee who applies for sick leave, or make whatever reasonable investigation into the circumstances that appears warranted before taking action on a sick leave request.

The appointing authority may require a prescribed affidavit or medical report form. When an employee is absent for longer than fifteen (15) consecutive working days, the employee will be required to submit a statement from the employee's physician releasing the employee for normal duty.

When an employee has been determined to have used sick leave for illegitimate purposes, the County may recover such funds.

When medical documentation is submitted by the employee as proof of illness, the appointing authority may request the County's Medical Officer to review such medical documentation and provide to the appointing authority, based on the available medical evidence and his/her knowledge of the physical and mental requirements of the employee's occupation, his/her opinion as to whether the employee's illness or injury was sufficient as to justify the employee's absence from the work site.

1007. **INCAPACITY TO PERFORM DUTIES** If the appointing authority has reasonable cause to believe that an employee is not capable of properly performing the duties of the position, the appointing authority may require the employee to absent himself/herself from work until the incapacity is remedied. During such

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absence the employee may utilize any accumulated paid leaves.

1008. **FITNESS FOR DUTY EXAMINATION** An appointing authority who has reasonable cause to believe that an employee is not capable of properly performing the duties of the position, may require an employee to submit to a fitness-for-duty examination.

1009. **PAYMENT FOR UNUSED SICK LEAVE**

A) In order to receive payment for unused sick leave at the time of retirement, lay-off or voluntary separation, a Supervisor's Assistant must have one or more years of service in that classification. Such employees shall be entitled to receive a payoff of their unused sick leave up to a maximum of 200 hours. Payment shall be made at the employee's regular hourly rate of pay.

B) **Death** - In the event an employee dies while in active service with the County, their sick leave pay-off will be made in accordance with these provisions of Section 1009.

1010. **EXCLUSIONS** Extra Help employees are excluded from the provisions of this Section 10.

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SECTION 11 MANAGEMENT AND SUPERVISORY LEAVE (Deleted)

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SECTION 12 OTHER PAID LEAVES

1201. **JURY DUTY** A Supervisor's Assistant who shall be summoned for attendance to any court for jury duty during his/her normal working hours shall be deemed to be on duty and there shall be no loss in salary, but any jury fees received shall be paid forthwith to the Auditor/Controller to be deposited in the General Fund of the County, together with any mileage allowed if he/she shall use County transportation. An employee released from Jury Duty during his or her normal duty hours shall report back to his or her office.

1202. **COURT APPEARANCES**

A) **On Duty Time** - A Supervisor's Assistant who shall be called as a witness arising out of and in the course of the employee's County employment or prior employment, shall be deemed to be on duty and there shall be no loss of salary, but any witness fees received shall be paid forthwith to the County Auditor/Controller to be deposited in the General Fund of the County, together with any mileage allowed if he/she shall use County transportation. An employee released from Jury Duty during his or her normal duty hours shall report back to his or her office.

B) **Private Litigation** - A Supervisor's Assistant who shall be called as a witness in a private or civil matter unconnected with the course of their employment shall not be compensated by the County, excepting upon the approval of the appointed authority. Accrued vacation may be utilized. It is the employee's responsibility to make arrangements for payment from the involved parties in accordance with the California Code of Civil Procedures for witnesses.

1203. **LEAVE OF ABSENCE WITH PAY** The appointing authority, with the approval of the Human Resources Director, may place a Supervisor's Assistant on leave of absence with pay (suspended with pay) for a period not to exceed ten (10) working days. Such leave may be extended with justification with approval of the Human Resources Director. This leave with pay (suspension with pay) shall be used when an employee is under investigation or for other necessary or emergent need such as when the employee's continued presence at the work site may be hazardous or disruptive.

1204. **WORKERS' COMPENSATION FOLLOW-UP DOCTOR VISITS**

Employees who return to work and are receiving Workers' Compensation benefits and have follow-up doctor appointments related to their Workers' Compensation injury/illness, may use County-paid time for these doctor visits.

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Eligibility for use of County-paid time for these doctor visits is limited to up to 48 hours.

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SECTION 13 LEAVE WITHOUT PAY

LEAVE OF ABSENCE WITHOUT PAY

In addition to provisions in the Personnel Management Resolution governing leave of absences, the following shall apply:

A Supervisor's Assistant who is granted a leave of absence without pay shall have the option to exhaust any accumulated vacation time or to leave such vacation time in their accumulated account.

An employee requesting a leave of absence due to illness or disability may use any accumulated sick leave prior to the requested beginning date of such leave.

An employee on leave of absence without pay due to illness or injury for a period of ten (10) days or more may be required by the appointing authority to present a statement by the employee's physician releasing the employee for normal duty prior to returning to work.

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SECTION 14 SPECIAL PAYS

1401. **PERS CONTRIBUTION** The County shall pay a portion of the employee contribution to PERS on behalf of employees in the classification of Supervisor's Assistant. The County shall pay 4% of reportable compensation, and the employee shall pay 3% of reportable compensation.
1402. **LONGEVITY PAY** Employees in the classification of Supervisor's Assistant shall not receive longevity pay; however, time spent in the classification of Supervisor's Assistant shall count as time in service with the County for purposes of determining eligibility for longevity pay in other classifications within the County.
1404. **MILEAGE REIMBURSEMENT** An employee who is required to use the employee's personal vehicle for County business shall be reimbursed at the federal rate as determined by the Internal Revenue Service.
1413. **SURVIVORS BENEFITS** The County will provide Level III tier of the 1959 Survivor Benefits. Each employee shall contribute ninety-three cents (\$.93) per pay period plus any additional employee contribution required by PERS regulations.

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SECTION 15 INSURANCE PLANS

1502. COUNTY MEDICAL/DENTAL PLAN

For eligible employees in the classification of Supervisor's Assistant, the County shall make a contribution toward the employee's purchase of County health benefits equal to the full amount of the "employee only" premium for the Blue Shield PPO plan for each plan year. The employee shall be responsible for any additional costs of coverage for eligible dependents. A) **CONTINUATION OF MEDICAL/DENTAL PLAN COVERAGE- MILITARY CALL UP** - An employee who is a member of the United States reserve armed forces or the National Guard and is called to or volunteers for active military duty in response to a call-up by the President of the United States as provided for by law, shall continue to be eligible for coverage under the applicable medical/dental plan, notwithstanding the employee's absence due to the call-up or ineligibility due to such absence. Coverage shall continue for a period up to one (1) year from the date the employee commences an approved military leave of absence, or until the employee returns from active duty, whichever occurs first. Such continuation of coverage is contingent upon being allowed under the respective health care plan of the employee.

The County shall continue the same level of its contributions for the employee absent on military leave and that employee's dependents as would apply to other employees in the same classification and bargaining unit. The employee will be responsible for any contribution toward dependant coverage specified herein. Pursuant to these provisions, the employee absent on military leave shall not be required to use accumulated paid leave in order to be eligible for continuation of coverage and the County's contribution to the medical/dental plan.

Prior to being considered eligible for continued coverage under these provisions, an employee shall be required to provide documentary evidence, satisfactory to the County, of the employee's active duty status and shall also be required to notify the County in writing within ten (10) days of the employee's return to inactive duty status.

- C) **DEFINED BENEFIT PLAN** - The County Health/Dental Plan is a Defined Benefit Plan. The County shall provide the specified benefits regardless of the level of contribution by the County and its employees.

1503. **VISION CARE** For employees enrolled in the County Medical/Dental Plan, the

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County Plan will maintain a vision care component.

1504. **LIFE INSURANCE** The County shall provide a group term life insurance plan for each Supervisor's Assistant whose ongoing regular work schedule as designated on the Payroll Personnel Form is at least 60 hours of work per pay period in the amount of \$30,000.

Accidental Death & Dismemberment coverage is included in this Plan.

1505. **LONG-TERM DISABILITY** The County shall provide a long term disability plan for Supervisor's Assistants whose ongoing regular work schedule as designated on the Payroll Personnel Form is at least 60 hours of work per pay period according to the provision of the Long-term Disability Plan.

1506. **PLAN DOCUMENTS OR CONTRACTS CONTROL** While mention may be made in this Resolution of various benefits and provisions of benefit programs, specific details of benefits provided under the County Health Benefit Plan, Life Insurance, Worker's Compensation, and Long-Term Disability Programs shall be governed solely by various plan documents or insurance contracts and/or policies maintained by the County.

1507. **STATE DISABILITY INSURANCE** Full-time and part-time Supervisor's Assistants shall participate in the State Disability Insurance Program. The County shall allow employees to integrate their sick leave and/or vacation benefits with their SDI coverage to provide up to 100% of the employee gross base salary. The individual employee shall pay the cost of State Disability Insurance.

1508. **TEMPORARY DISABILITY INDEMNITY** A part-time or full-time Supervisor's Assistant who is absent from work by reasons of industrial injury, compensable by temporary disability indemnity, may elect to take as much of the employee's accumulated sick leave, vacation leave, or compensatory time off as, when added to the employee's disability indemnity, will result in payment to the employee of the employee's salary. An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

1509. **RETIREE HEALTH CONTRIBUTION**

A) Subject to the provisions of the Retiree Health Benefits Contribution Plan Document and the provisions of Section C, an employee who retires from County service after July 1, 1999, and who has attained a cumulative total completed years of service (excluding extra help service and provisional)

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with El Dorado County as specified below, shall be entitled to the percentage monthly contribution of the "employee only" Blue Shield rate toward a County-Sponsored Health Plan as follows:

Level 3	20 years plus	67%
Level 2	15 - 19 years	50%
Level 1	12 - 14 years	33%

B) Part-time employment (excluding extra help and provisional) shall be treated in accordance with the Retiree Health Benefits Contribution Plan Document.

C) Miscellaneous Provisions

(1) County contributions for all bargaining units under this program shall not exceed 1.2% of total County payroll costs during any given fiscal year pursuant to the provisions of the Retiree Health Benefits Contribution Plan Document.

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SECTION 16 ANNUAL MEDICAL EXAMS: DEPARTMENT HEADS (Deleted)

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SECTION 17 TUITION REIMBURSEMENT (Deleted)

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SECTION 18 HOURS OF WORK AND OVERTIME

1801. **WORK SCHEDULES** The appointing authority shall fix the hours of work with due regard for the convenience of the public and the laws of the State and the County. The appointing authority shall assign a Supervisor's Assistant to a regular work schedule and may change that schedule at the appointing authority's discretion.

The appointing authority shall give the employee reasonable advance notice of any change in work schedule.

1802. **OVERTIME - EXEMPT EMPLOYEES**

A. **Overtime** - Employees in the classification of Supervisor's Assistant have been designated by the County to be exempt within the meaning of the Fair Labor Standards Act. Employees in these categories shall be considered salaried employees and subject to the following provisions:

- (1) Employees will be paid a weekly salary.
- (2) Time off for illness, injury, and medical appointments will be charged to sick leave, if available.
- (3) Whole days off will be charged to vacation, if available.
- (4) Supervisors' Assistants may work a flexible schedule at the discretion of the respective appointing authority.

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SECTION 19 CLOSURE OF COUNTY BUILDINGS POLICY

- A. The County Administrative Officer or his/her designee shall determine when County facilities shall be temporarily closed in an emergency as determined by the Chief Administrative Officer.
- B. Employees whose buildings have been temporarily closed may be re-assigned to work sites in the same geographic area.
- C. Regular County employees directed to not report to work or who are sent home from work due to the closure of their work site shall receive their regular pay for that scheduled shift.
- D. After the first day of closure of a County building, if the County is unable to re-open a work site, or is unable to obtain an alternative work site in the same geographical area, an employee will be compensated for that day(s) as if it were a holiday.
- E. Those employees who are on scheduled vacation or sick leave for that day(s) would also have the day(s) treated as a holiday and would not have their accrued leave balances charged.
- F. Should the closure of a County facility last longer than five (5) working days, the County reserves the right to reassign employees outside their geographical area. In the event of re-assignment outside the geographical area, the employee may at his/her request utilize accumulated vacation and/or compensatory time off in lieu of re-assignment unless the Chief Administrative Officer makes a finding that the employee's services are essential to the continued operation of the County. In the event the Chief Administrative Officer finds the employee's services are essential, the employee will be provided time and compensation for their commute.
- G. Geographical area is generally defined as:
 - (1) Tahoe Basin
 - (2) Western Slope

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SECTION 20
(Deleted)

PROBATIONARY PERIODS: UNREPRESENTED EMPLOYEES