

# Salary and Benefits Resolution - Excerpts

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## 3 – DEFINITION OF TERMS

**309. CONFIDENTIAL EMPLOYEE** means, for purposes of this Resolution, an Unrepresented employee who occupies a classification listed in Appendix A as Unrepresented Confidential.

**310. 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. These employees accrue the same benefits as Unrepresented Confidential employees.

**311. 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, eligibility for longevity advances, vacation eligibility and accruals, and eligibility for merit step advancement. Service as an Extra Help, CETA, Provisional employee or Reserve Deputy shall not count toward continuous service.

**318. 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.

**601. STANDARD SALARY RANGES**

Unless as otherwise required by law or policy, a standard salary schedule consisting of either flat rates or five steps of hourly and equivalent monthly salary rates in dollars for employees in full-time positions shall be established by Resolution of the Board of Supervisors. Monthly salary rates are listed for the purpose of convenience in quotation of monthly salaries. Computations for purposes of paying employees shall be on the basis of hourly rates.

Except as otherwise provided by law or ordinance, officers and employees shall receive the hourly rate provided in the salary range that has been adopted by the Board of Supervisors by Resolution or Ordinance for their respective classifications of positions. Employees who are exempt under FLSA shall receive a salary as specified in Section 1802.

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## **SECTION 8      HOLIDAYS**

### **801.      SCHEDULED HOLIDAYS**

Except as may be declared by the Superior Court for employees of the Superior Court, the County shall designate specific days as County 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

### **# Floating Holidays - In Lieu of Lincoln's Birthday and Columbus Day**

Except for Court employees, 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.

### **902.      ACCRUAL RATES AND MAXIMUM ACCUMULATION**

Excluding Department Heads and Elected Officials, every full-time and part-time Management and Confidential employee shall accrue and accumulate vacation leave with pay as follows:

Each employee with less than four years continuous service shall accrue vacation credit at the rate of .03875 an hour for each full hour in pay status. (Equal to 3.1 hours for full-time in a full pay period.) In no case shall an employee with less than four years continuous service accumulate more than 240 hours vacation leave.

Each full-time and part-time employee with over four years continuous service shall accrue vacation credit at the rate of .05875 hour for each full hour in pay status. (Equal to 4.7 hours per full-time in a pay period.) In no case shall an employee with more than four years continuous service accumulate more than 320 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 320 hours vacation leave.

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## SECTION 10 SICK LEAVE

### 1001. **ACCRUAL**

Every full-time or part-time Management and Confidential employee, except for Elected Officials, 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).

### 1104. **SPECIAL LEAVE FOR EXEMPT CONFIDENTIAL EMPLOYEES**

- A) Effective December 15, 2001, Unrepresented Confidential employees who are designated as exempt employees under the Fair Labor Standards Act and who are not entitled to overtime compensation shall receive fifty-six (56) hours of leave in pay period 01 of each year in lieu of Special Leave provided under Section 1103. Part-time employees in this category shall receive a prorated share of this leave based upon their ongoing work schedule.

Unrepresented Confidential exempt employees hired after July 1 of each year shall receive half the designated entitlement of this leave.

Such leave shall not be carried over from one calendar year to another. Under this Section 1104, payment for unused leave during the year may be requested only during the pay periods which include March 31, June 15, September 30, and the last pay period of each year in eight (8) hour increments with appropriate notification to the Auditor's Department. Any eligible employee who does not use the full entitlement of leave under this section by pay period 26 of each year may be paid at the base hourly rate for any remaining unused leave.

### 1401. **PERS CONTRIBUTION**

- A) **Department Heads** - Department Head employees shall pay the full 7% of employee contribution to PERS or 9% for Department Heads in the PERS Safety Unit. The 7% or 9% employee contribution to PERS shall be made pursuant to IRS Section 414(h).
- B) **Administrative Management Employees** - Except as otherwise specified, the County shall pay the entire employee's PERS contribution; 7% of gross pay for Administrative Management employees or 9% of gross pay for Administrative Management employees in the PERS Safety Unit.
- C) **Confidential Employees** - The County shall continue to pay the employee's entire PERS contribution (7% of the gross pay) for Unrepresented Confidential employees.
- D) **Sheriff's and District Attorney Management Classifications** - Sheriff's and District Attorney Management employees (Safety) in the classifications of Sheriff, Undersheriff, Sheriff's Captain, Sheriff's Lieutenant, and Chief Investigator (D.A.) shall pay the full employee portion of PERS contribution (9%).

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1402. C) Confidential Employees - A regular full-time or part-time Unrepresented Confidential employee shall, for all hours in pay status exclusive of overtime, be paid longevity pay for continuous service with the County as follows:

After 10 years	2.5% of base salary
After 15 years	5.0% of base salary*
After 20 years	7.5% of base salary*

Effective the beginning of the first full pay period in January 2003, longevity pay shall be granted for continuous service with the County as follows:

After 10 years	5% of base salary
After 15 years	7.5% of base salary*
After 20 years	10% of base salary*

\* Represents total amount of longevity granted; amount shown is not cumulative.

Longevity pay increases shall be based upon continuous service with the County in an allocated position and shall be effective on the first day of the biweekly pay period following completion of the required period of service.

### 1501. OPTIONAL BENEFITS PLAN

The County shall provide to each eligible full-time Confidential employee and Unrepresented Management employee (including unrepresented management, executive management, appointed department heads, and elected department heads) a contribution of \$4,250 per fiscal year, prorated over 26 pay periods, toward the purchase of benefits included within the Optional Benefit Plan. Effective July 1, 2002, the County contribution shall be \$4,500 per fiscal year, prorated over 26 pay periods, toward the purchase of benefits included within the Optional Benefit Plan. Effective June 25, 2005, the County contribution shall be \$6,000 per fiscal year, prorated over 26 pay periods, toward the purchase of benefits included within the Optional Benefit Plan. Unrepresented part-time Management and Confidential employees hired on or after January 1, 1990, shall be eligible for the prorata amounts of contribution specified in Section 1501.6. These benefits are specifically defined in the Optional Benefit Plan. Provisions generally include the following:

A) **El Dorado County Health Care Account** - Eligible Unrepresented Management and Confidential employees may elect to receive medical and dental benefits under the County Optional Benefits Plan.

B) **Supplemental Life Insurance** - An employee eligible under this section as defined in 1501 above may use the Optional Benefit Plan to purchase additional life insurance above that specified in Section 1502, subject to the provisions of the Optional Benefits Plan and respective life insurance plans.

### 1502. COUNTY MEDICAL/DENTAL PLAN

Effective the beginning of the plan year in July 2002, for each eligible Unrepresented Management and Confidential employee, the County shall increase its contribution to the County's medical/dental plan by up to 7.5%. Any remaining cost shall be paid by the employee.

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1802 C) **Overtime: Supervisors' Assistants** - Employees in the class of Supervisors' Assistants and Executive Assistant to the Chief Administrative Officer have been designated by the County as Unrepresented Confidential employees, and, as Personal Staff of Elected Officials, exempt within the meaning of the Fair Labor Standards Act. Employees in this category shall be considered salaried employees and subject to the following provisions:

- (1) Employees, as designated above, 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 or Special Leave as specified in Section 1104.

Supervisors' Assistants may work a flexible schedule at the discretion of the respective appointing authority.