



PERSONNEL POLICY

Subject: COMPENSATION POLICY - ELECTED DEPARTMENT HEADS	Policy Number 6	Page Number 1 of 1
Date Adopted: 9/1/92		

Background:

The purpose of this policy is to establish a process by which the compensation for an elected department head is determined periodically in order to attract and retain the most qualified people for County elective office and reduce any barriers to qualified individuals seeking office.

Historically, elected department heads have sought review of compensation issues on an "ad hoc" basis in public session; however, there has been no orderly process such as available to represented or unrepresented employees for review of salary and compensation issues for elected department heads. For purposes of this policy, elected department heads shall include the Assessor, Auditor Controller, District Attorney, County Recorder/Clerk, Sheriff and Surveyor.

Policy:

In order to attract and retain the most qualified candidates for elective office and to reduce barriers to qualified individuals from seeking office, it is the policy of the County to establish an orderly process by which compensation is periodically reviewed for elected department heads as follows:

1. Every four years, in March of the year prior to the filing deadline for election to office, the Human Resources department will survey comparable agencies and provide information to the Board of Supervisors in public session with a salary recommendation for each respective elected department head position based upon external and internal comparison data.
2. Elected department heads shall be entitled to the same benefits and entitlements provided to appointed department heads as follows: optional benefits program; membership in PERS; County paid employee PERS contribution; life insurance; cost of living increases; reimbursement of travel expenses; Medicare; County to pay six months employee only health plan contributions upon retirement; longevity pay; or any other benefit provided to all appointed department heads with the exception of short and long term disability plan coverage and leave accruals or entitlements e.g. sick leave, vacation leave, holiday pay, management leave, or any other leave provision provided to appointed department heads.
3. All benefit entitlements applicable to elected department heads shall be codified in the Salary and Benefits Resolution for unrepresented employees.