

**SALARY AND BENEFITS
RESOLUTION XXX-2025
FOR UNREPRESENTED EMPLOYEES**

Adopted April 1, 2025

Repealing and Replacing Resolution No. 200-2024



PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the _____ day of _____, 2025, by the following vote of said Board:

Ayes:

Attest:
Kim Dawson
Clerk of the Board of Supervisors

Noes:
Absent:

By: _____
Deputy Clerk

Chair, Board of Supervisors

TABLE OF CONTENTS

SECTION 1: TITLE AND EFFECTIVE DATE	5
101. TITLE	5
102. EFFECTIVE DATE	5
103. CHANGES AND MODIFICATIONS	5
SECTION 2: APPLICABILITY	5
SECTION 3: DEFINITION OF TERMS	6
301. ADMINISTRATIVE MANAGEMENT EMPLOYEES	6
302. APPOINTED DEPARTMENT HEAD	6
303. BASE HOURLY RATE	6
304. BASE SALARY	6
305. COMPENSATORY TIME OFF	6
306. CONFIDENTIAL EMPLOYEE	6
307. ELECTED DEPARTMENT HEADS	6
308. GRIEVANT	6
309. MANAGEMENT EMPLOYEES	6
310. ON-CALL	7
311. UNCLASSIFIED SERVICE	7
312. UNREPRESENTED EMPLOYEES	7
313. VETERAN	7
314. WORKING DAY	7
SECTION 4: ALLOCATION OF POSITIONS.....	7
401. AUTHORIZED PERSONNEL	7
SECTION 5: ADMINISTRATION OF SALARY SCHEDULE	7
501. SALARY ADMINISTRATION	7
502. SALARY UPON REEMPLOYMENT	8
503. VACATION ACCRUAL UPON REEMPLOYMENT	8
504. SALARY PROVISIONS UPON RESTORATION	8
505. SALARY STEP MOVEMENT – APPOINTED DEPARTMENT HEADS	8
506. SALARY STEP MOVEMENT – OTHER UNREPRESENTED CLASSIFICATIONS ...	8
507. SALARY STEP MOVEMENT – EXTRA HELP EMPLOYEES	9
508. CALPERS RETIREMENT PLAN BENEFITS	9
509. CALPERS RETIREMENT CONTRIBUTION	10
510. SURVIVOR BENEFITS	10
SECTION 6: COMPENSATION	10
601. COMPENSATION - GENERAL	10
602. COMPENSATION - ELECTED DEPARTMENT HEADS (EL), APPOINTED DEPARTMENT HEADS (UD), AND ADMINISTRATIVE MANAGEMENT (UM)	11
603. COMPENSATION – CONFIDENTIAL (CO)	11
604. COMPENSATION – EXTRA HELP (EH)	12

SECTION 7: HOLIDAYS..... 12

701. GENERAL 12

702. SCHEDULED HOLIDAYS..... 12

703. FLOATING HOLIDAYS..... 12

704. DAY OBSERVED 13

705. COMPENSATION FOR HOLIDAYS 13

SECTION 8: VACATION..... 14

801. GENERAL 14

802. ACCRUAL RATES AND MAXIMUM ACCUMULATION – APPOINTED
DEPARTMENT HEADS 14

803. ACCRUAL RATES AND MAXIMUM ACCUMULATION - OTHER
UNREPRESENTED CLASSIFICATIONS 14

804. DONATION OF VACATION LEAVE 15

SECTION 9: SICK LEAVE 15

901. GENERAL 15

902. PAYMENT FOR UNUSED SICK LEAVE 15

SECTION 10: MANAGEMENT, SUPERVISORY, SPECIAL, AND PERSONAL LEAVE 16

1001. GENERAL 16

1002. MANAGEMENT LEAVE..... 16

1003. SUPERVISORY LEAVE..... 17

1004. SPECIAL LEAVE FOR CONFIDENTIAL EMPLOYEES 17

1005. PERSONAL LEAVE..... 18

SECTION 11: OTHER LEAVES 19

1101. GENERAL 19

1102. WORKERS' COMPENSATION FOLLOW-UP DOCTOR VISITS 19

1103. LEAVE OF ABSENCE WITHOUT PAY 19

1104. JURY DUTY 19

1105. COURT APPEARANCES 19

SECTION 12: SPECIAL PAYS 19

1201. LONGEVITY PAY..... 19

1202. POST CERTIFICATE PAY 21

1203. TAHOE EMPLOYMENT DIFFERENTIAL 21

1204. GEOGRAPHIC DIFFERENTIAL 21

1205. ATTORNEY ON-CALL PAY 22

1206. DISTRICT ATTORNEY LEAD ATTORNEY PAY DIFFERENTIAL 22

1207. EXTRA HELP PSYCHIATRIST ON-CALL PAY 23

1208. ON-CALL DUTY AND CALL-BACK PAY FOR NON-EXEMPT CONFIDENTIAL
AND EXTRA HELP EMPLOYEES 23

1209. ACTING STATUS..... 24

1210. INTERIM ASSIGNMENTS..... 25

1211. UNIFORMS - SHERIFF AND UNDERSHERIFF 26

1212. SHIFT DIFFERENTIAL 26

1213. BILINGUAL DIFFERENTIAL 26

1214. DEFERRED COMPENSATION CONTRIBUTION FOR APPOINTED AND

ELECTED DEPARTMENT HEADS, AND ADMINISTRATIVE MANAGEMENT EMPLOYEES	27
1215. EDUCATION INCENTIVE	27
1216. BUILDING DEPARTMENT CERTIFICATION PROGRAM	27
1217. CERTIFIED PUBLIC ACCOUNTANT (CPA) INCENTIVE	28
1218. SEVERANCE PAY	28
1219. ATTORNEY DUES REIMBURSEMENT	28
1220. CHIEF ATTORNEY DEPARTMENT OF CHILD SUPPORT SERVICES INCENTIVE	29
1221. EXTRA HELP EMPLOYEES– BOOT ALLOWANCE	29
SECTION 13: INSURANCE PLANS	29
1301. PLAN DOCUMENTS OR CONTRACTS CONTROL	29
1302. MEDICAL, DENTAL, AND VISION PLAN BENEFITS	29
1303. RETIREE HEALTH CONTRIBUTION	30
1304. OPTIONAL BENEFITS PLAN	31
1305. LIFE INSURANCE	32
1306. LONG TERM DISABILITY	32
1307. EMPLOYEE ASSISTANCE PROGRAM	33
SECTION 14: HOURS OF WORK AND OVERTIME	33
1401. WORK SCHEDULES	33
1402. REST PERIODS	33
1403. MEAL PERIODS	33
1404. OVERTIME	33
1405. ACCUMULATION AND USE OF COMPENSATORY TIME OFF	34
SECTION 15: GRIEVANCE PROCEDURE	34
1501. INTENT	34
1502. INFORMAL DISCUSSION	34
1503. SCOPE OF GRIEVANCES	34
1504. GRIEVANCE PROCEDURE	35
1505. ARBITRATION	35
1506. BASIC RULES	36
SECTION 16: LAYOFF AND DEMOTION PROCEDURES UPON REDUCTION IN FORCE	36
1601. POLICY	36
1602. PROCEDURE FOR PERMANENT LAYOFFS	37
1603. ORDER OF LAYOFFS	37
1604. LAYOFF PRIVILEGES	38
1605. DEVIATION FROM RETENTION POINTS	40
1606. APPEAL OF LAYOFF	40
SECTION 17: CLOSURE OF COUNTY BUILDINGS	41
SECTION 18: PROBATIONARY PERIODS: UNREPRESENTED EMPLOYEES	42
1801. APPOINTED DEPARTMENT HEADS AND ELECTED DEPARTMENT HEADS	42
1802. OTHER UNREPRESENTED EMPLOYEES	42
1803. EXTENSION OF PROBATIONARY PERIOD	42

SECTION 19: NEPOTISM	43
1901. EXTRA HELP ELECTIONS EMPLOYEES	43
SECTION 20: SUPERVISOR’S ASSISTANT	43

SECTION 1: TITLE AND EFFECTIVE DATE

101. TITLE

This Resolution shall be known as the County of El Dorado Salary and Benefits Resolution for Unrepresented Employees.

102. EFFECTIVE DATE

Except as specified otherwise herein, the effective date of this Resolution shall be the first day of the County pay period following its adoption. Any prior or existing Resolutions governing the terms and conditions of employment specified herein and contrary to these provisions, are superseded upon the original effective date of this Resolution. Without limiting the generality of the foregoing, this Resolution incorporates, amends, supersedes, and repeals as appropriate Resolution 200-2024.

The provisions of this Resolution may be superseded in whole or in part by Resolutions adopted by the Board of Supervisors of the County of El Dorado.

103. CHANGES AND MODIFICATIONS

This Resolution does not constitute an employment contract. It is subject to revision at the discretion of the Board of Supervisors in any manner provided for by law. It does not and shall not limit the ability of the Board of Supervisors to take any action with regard to the employment relationship with Unrepresented Employees (defined below) that is not inconsistent with the County Civil Service or established law.

SECTION 2: APPLICABILITY

The provisions of this Resolution shall apply to Unrepresented Employees with probationary status, Unrepresented Employees who have achieved civil service status, and employees in the unclassified service. This Resolution applies only to Unrepresented Employees as defined in this Resolution. All Unrepresented Employees shall be governed by the provisions of the County of El Dorado Personnel Rules (Personnel Rules) adopted by the Board of Supervisors. In the event of any conflict between this Resolution and the Personnel Rules, this Resolution shall prevail.

Notwithstanding anything to the contrary, nothing in this Resolution for Unrepresented Employees shall be deemed to affect the compensation of the Board of Supervisors Members. All compensation provisions for the members of the Board of Supervisors are fixed by ordinance. Refer to El Dorado County, California Code of Ordinances, Title 2 – Administration and Personnel, Chapter 2.06 – Board of Supervisors Conduct of Business, Compensation.

SECTION 3: DEFINITION OF TERMS

301. ADMINISTRATIVE MANAGEMENT EMPLOYEES

Administrative Management Employees means those employees in classifications listed in the Salary Schedule as Administrative Management, union code UM, excluding Extra Help. Employees in classifications designated as UM are considered Management Employees.

302. APPOINTED DEPARTMENT HEAD

Appointed Department Head means 1) those employees listed in the Salary Schedule as Department Head, union code UD, 2) positions of Undersheriff and Public Health Officer, and 3) the administrative head of a department that has been created by ordinance. Employees in classifications that are designated as UD are considered Management Employees.

303. BASE HOURLY RATE

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 or elected.

304. BASE SALARY

Base Salary shall mean the salary associated with the salary step in the salary range of the classification to which the employee is appointed or elected.

305. COMPENSATORY TIME OFF

Compensatory time off means time off with pay which an employee accrues instead of cash compensation for FLSA overtime.

306. CONFIDENTIAL EMPLOYEE

Confidential Employee shall have the same meaning as defined in the Personnel Rules. Individual employees and classifications designated as Confidential shall be designated union code CO.

307. ELECTED DEPARTMENT HEADS

Elected Department Heads means those officers and employees in positions listed in the County Charter as Elected Department Heads, union code EL. Employees in classifications designated as EL are considered Management Employees.

308. GRIEVANT

Grievant shall mean (1) an employee who is filing a grievance as defined herein, or (2) if two or more employees have essentially the same grievance, they may, if approved by the Director of Human Resources, submit their combined grievances as one grievant.

309. MANAGEMENT EMPLOYEES

Management Employees means, for the purposes of this Resolution, Unrepresented Employees who occupy one of the following: Elected Department Heads (EL), Appointed Department Head (UD), or Administrative Management (UM). Management Employees are

responsible for the formulation, administration, and/or implementation of County policies and/or programs.

310. ON-CALL

On-Call is an assigned duty outside the normal work week assignment during which an employee must be able to be contacted by telephone and be ready to immediately respond and/or physically return to work to perform an essential service for the department.

311. UNCLASSIFIED SERVICE

Unclassified Service shall have the same meaning as defined in the Personnel Rules.

312. UNREPRESENTED EMPLOYEES

Unrepresented Employees means those employees or classifications that are not represented by a recognized employee organization. For purposes of this Resolution, Unrepresented Employees shall include Elected Department Heads (EL), Appointed Department Heads (UD), Administrative Management (UM), Confidential Employees (CO), and Extra Help Employees (EH) who occupy classifications listed on the Salary Schedule, or in classifications that are represented by a recognized employee organization but where the recognized employee organization has not yet been granted formal recognition for representing such Extra Help employees.

313. VETERAN

Veteran means a person satisfying the definition specified in the Military and Veterans Code.

314. WORKING DAY

Working Day shall mean day(s) in which the County's main administration office is open for business.

SECTION 4: ALLOCATION OF POSITIONS

401. AUTHORIZED PERSONNEL

Except as expressly set forth in this Section, all matters regarding allocation of positions shall be governed by the Personnel Rules.

SECTION 5: ADMINISTRATION OF SALARY SCHEDULE

501. SALARY ADMINISTRATION

Except as expressly set forth in this Resolution, all salary and related matters for Unrepresented Employees are governed by the Personnel Rules, El Dorado County Charter, and El Dorado County Ordinance Code.

502. SALARY UPON REEMPLOYMENT

- (a) Salary for a full-time or part-time employee who resigns in good standing and is reemployed in the same or closely related classification within the same classification series within two (2) years of resignation shall be eligible, with the approval of the appointing authority, to be rehired at any step up to and including the step received prior to resignation. If the appointing authority wishes to rehire the employee at a step which exceeds the step paid at the time of resignation, approval shall be required consistent with the Personnel Rules, Advanced Step Hiring.
- (b) Notwithstanding Section 502(a), salary for a full-time or part-time employee who resigns in good standing and is reemployed by the County within two (2) years of resignation in a classification in a different classification series or a higher classification from which the employee resigned shall be consistent with Personnel Rules, Initial Step Placement.

503. VACATION ACCRUAL UPON REEMPLOYMENT

A full-time or part-time employee who resigns in good standing and is reemployed by the County within two (2) years of resignation shall, for purposes of vacation accrual rate, receive credit for the amount of prior service in effect at the time of resignation and shall be restored to the place on the vacation accrual table in effect at the time of resignation.

504. SALARY PROVISIONS UPON RESTORATION

An employee who has been laid off or voluntarily demoted as a result of layoff and is subsequently restored to their former classification within a two (2) year period from the date of their layoff or voluntary demotion shall receive the following considerations and benefits:

- (a) All sick leave credited to the employee's account when laid off shall be restored, unless the employee received compensation for such sick leave at the time of layoff.
- (b) All prior service shall be credited for the purpose of determining sick leave and vacation accrual rate, and time in step.
- (c) The employee shall be placed at the step of the salary range that was held at the time of the layoff.

505. SALARY STEP MOVEMENT – APPOINTED DEPARTMENT HEADS

The Board of Supervisors has the discretion to appoint Appointed Department Heads at any salary step and to move them to any salary step at any time.

506. SALARY STEP MOVEMENT – OTHER UNREPRESENTED CLASSIFICATIONS

- (a) After completion of thirteen (13) biweekly pay periods of service which meets standards at step 1 of the salary range, and upon recommendation of the appointing authority, the employee shall be advanced to the next higher step. If an employee is appointed at a step higher than the first step of the salary range for that classification, the first increase shall be after completion of twenty-six (26) full pay periods of service which meets standards.
- (b) After completion of twenty-six (26) biweekly pay periods of service in each of the salary steps (2 and above), if the employee has completed probation, the employee shall be automatically advanced to the next higher step in the salary range. However, the employee will not automatically advance to the next step of the applicable salary range

if the employee's appointing authority or designee submits the required paperwork denying the step increase at least one (1) full pay period prior to the employee's salary review date.

- (c) All increases shall be effective on the first day of the biweekly pay period following completion of the required period of service, excluding an increase from step 1 to step 2 pursuant to Section 506(a), which shall be effective on the first day of the biweekly pay period following the recommendation of the appointing authority.
- (d) A change in an employee's salary because of promotion or upward reclassification will set a new anniversary date. The salary anniversary date for an employee shall not be affected by a transfer, downward reclassification, or a demotion. Salary range adjustments for a classification will also not set a new salary anniversary date for employees.
- (e) Extra Help employees are excluded from the provisions in this Section 506.

507. SALARY STEP MOVEMENT – EXTRA HELP EMPLOYEES

An appointing authority may recommend to the Chief Administrative Officer for their approval that an Extra Help Employee be advanced to the next step of the salary range of the employee's classification after the employee has worked the minimum period of service to advance in the salary range of that classification. Such advancements shall be effective on the first day of the biweekly pay period following the approval of the Chief Administrative Officer.

To be eligible to advance from step 1 to step 2, the employee must have worked a minimum of thirteen (13) pay periods at step 1 in that classification; from steps 2 and above, the employee must have worked a minimum of twenty-six (26) pay periods at the current step. Periods of service do not need to be consecutive.

The appointing authority shall submit written justification to the Chief Administrative Officer demonstrating the following:

- (a) The employee has met the required minimum period of service;
- (b) The employee's performance and abilities are outstanding and clearly above the level of employees in the same job class, assigned similar duties;
- (c) The amount of the additional salary and benefit costs are available in the department's budget for the balance of the fiscal year (department's calculations to accompany the estimate); and
- (d) Should the County's financial condition require reductions in departmental appropriations during the fiscal year, the department agrees to identify departmental savings that will offset the added cost of the Extra Help step advancement.

508. CALPERS RETIREMENT PLAN BENEFITS

Determination of each employee's pension formula will be administered as required by CalPERS.

- (a) Miscellaneous Tier 1 – Retirement benefits for miscellaneous employees hired into the miscellaneous classification prior to October 5, 2012, shall be calculated using the retirement formula of 2% at age 55 with Single-Highest Year Final Compensation.

- (b) Safety Tier 1 – Retirement benefits for safety employees hired into the safety classification prior to October 5, 2012, shall be calculated using the retirement formula of 3% at age 50, with Single-Highest Year Compensation.
- (c) Miscellaneous Tier 2 – Retirement benefits for miscellaneous employees hired into the miscellaneous classification on or after October 5, 2012, shall be calculated using the retirement formula of 2% at age 60, with Average of Three –Year Final Compensation.
- (d) Safety Tier 2 – Retirement benefits for safety employees hired into the safety classification on or after October 5, 2012, shall be calculated using the retirement formula of 2% at age 50, with Average of Three-Year Final Compensation.
- (e) Miscellaneous Tier 3 – New members to the CalPERS system hired on or after January 1, 2013, shall have retirement benefits calculated using the retirement formula of 2% at age 62, with Average of Three-Year Final Compensation.
- (f) Safety Tier 3 – New members to the CalPERS system hired on or after January 1, 2013, shall have retirement benefits calculated using the retirement formula of 2.7% at age 57, with Average of Three-Year Final Compensation.

509. CALPERS RETIREMENT CONTRIBUTION

- (a) Miscellaneous (non-safety) employees subject to Tier 1 and Tier 2 shall pay 3% of the 7% employee portion of the CalPERS contribution.
- (b) Safety employees subject to Tier 1 and Tier 2 shall pay 4% of the 9% employee portion of the CalPERS contribution.
- (c) Miscellaneous and safety employees subject to Tier 3 (effective January 1, 2013) shall pay 50% of the total normal cost rate of their pension benefits as determined by CalPERS and required by law.

The County agrees to continue the provisions contained in Section 414(h)(2) of the Internal Revenue Code concerning the tax treatment of employee retirement contributions to CalPERS.

510. SURVIVOR BENEFITS

The County will provide miscellaneous employees “Level III” tier of the 1959 Survivors’ Benefits. The County will provide “Level IV” tier of the 1959 Survivors’ Benefits for safety employees covered by this Resolution. Each employee shall contribute ninety-three cents (\$.93) per pay period plus any additional employee contribution required by CalPERS regulations.

SECTION 6: COMPENSATION

601. COMPENSATION - GENERAL

Standard salary ranges shall be established and amended as set forth in the Personnel Rules.

602. COMPENSATION - ELECTED DEPARTMENT HEADS (EL), APPOINTED DEPARTMENT HEADS (UD), AND ADMINISTRATIVE MANAGEMENT (UM)

The salary for Elected Department Heads shall be established by Resolution. No longer than every four (4) years in March of the year prior to the filing deadline for election to office, the Department of Human Resources will conduct a salary survey and provide information to the Board of Supervisors with a salary recommendation for each Elected Department Head based upon external and internal comparison data. Elected Department Heads shall be entitled to benefits and entitlements provided as specified in this Salary and Benefits Resolution.

Unless otherwise authorized by the Board of Supervisors:

1. The base salary of the District Attorney shall be maintained so that it is equal to the base salary of the Sheriff/Coroner/Public Administrator.
2. The base salary for the Sheriff/Coroner/Public Administrator shall be set and maintained at two and one-half percent (2.5%) above the classification of Undersheriff, calculated at step 5 of the base salary of the Undersheriff classification plus five percent (5.0%) education differential and thirteen percent (13.0%) POST certificate pay.
3. The Treasurer-Tax Collector base salary shall be maintained so that it is equal to the base salary of the Assessor.
4. The Surveyor and the Recorder-Clerk base salaries shall be set and maintained at ten percent (10.0%) below the base salary of the Assessor.
5. Step 5 of the base salary for the Public Defender shall be set no greater than fifteen percent (15.0%) below the District Attorney's base salary. The Public Defender shall receive base wage adjustments at the same time as any given to the District Attorney in equivalent percentage adjustments.
6. Step 1 of the base salary for the Alternate Public Defender shall be set five percent (5.0%) below step 1 of the Public Defender's base salary.
7. Step 5 of the base salary for the Chief Administrative Officer shall be set at least two percent (2.0%) above the Sheriff/Coroner/Public Administrator's base salary. The Chief Administrative Officer shall receive base wage adjustments at the same time as any given to the Sheriff/Coroner/Public Administrator in equivalent percentage adjustments.
8. Step 5 of the base salary for the County Counsel shall be set at least one percent (1.0%) above the Sheriff/Coroner/Public Administrator's base salary. The County Counsel shall receive base wage adjustments at the same time as any given to the Sheriff/Coroner/Public Administrator in equivalent percentage adjustments.
9. The Chief Probation Officer shall receive base wage adjustments at the same time as any given to the Sheriff/Coroner/Public Administrator in equivalent percentage adjustments.

603. COMPENSATION – CONFIDENTIAL (CO)

The base wage scale for the Executive Assistant classification in the Confidential Unit shall be set and maintained so that it is no less than the base salary wage scale of the Administrative Technician classification.

604. COMPENSATION – EXTRA HELP (EH)

The base wage scale for Snow Removal Worker – Extra Help shall be set and maintained equal to that of Highway Maintenance Worker III.

SECTION 7: HOLIDAYS

701. GENERAL

Elected Department Heads and Extra Help Employees are not eligible to receive paid holidays under this Section. Eligible Part-time employees shall receive a prorated share of holiday(s) prescribed in this Section based upon the employee’s full-time equivalence (FTE).

702. SCHEDULED HOLIDAYS

The County shall designate specific days as County holidays.

The following days shall be the official County holidays:

1. January 1- New Year's Day
2. January (Third Monday) - Martin Luther King Jr.'s Birthday
3. February (Third Monday) - Washington's Birthday
4. May (Last Monday) - Memorial Day
5. July 4 - Independence Day
6. September (First Monday) - Labor Day
7. November 11 - Veterans Day
8. November – Thanksgiving Day
9. November - Friday after Thanksgiving
10. December 24 - Christmas Eve (exception: see Section 704)
11. December 25 - Christmas Day

In addition, 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 a holiday.

703. FLOATING HOLIDAYS

Eligible full-time employees shall be entitled to up to sixteen (16) hours of floating holiday time in lieu of Lincoln’s Birthday and Columbus Day.

For continuing employees, sixteen (16) hours of floating holiday time will be credited in pay period 01 of each year. Employees who newly enter an eligible unrepresented classification as a new hire or from a different classification or bargaining unit where they did not otherwise receive floating holiday that calendar year will be credited with floating holiday time on their appointment date as follows:

Appointment Date	Full-Time	Part-Time
In pay periods 1-13	16 hours	Prorated proportionate to employee’s FTE
In pay periods 14-26	08 hours	Prorated proportionate to employee’s FTE

Floating holidays shall be taken at a time agreeable to both the employee and the appointing authority.

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.

704. DAY OBSERVED

(a) 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.

If Christmas Day falls on a Thursday, the day after Christmas shall be observed as a holiday in lieu of Christmas Eve. If Christmas Day falls on a Monday, the following Tuesday shall be observed as a holiday in lieu of Christmas Eve.

(b) Nonstandard Work Schedule

If an employee works a nonstandard (rather than a five-day, Monday through Friday) work schedule, official County holidays as identified in this Section shall be observed as follows:

1. If the official County holiday falls on the employee's first regular day off, the County holiday shall be observed their preceding work day in lieu.
2. If the official County holiday falls on the employee's second or later regular day off (if the employee has three [3] or more days off in a row), the official County holiday shall be observed their following work day in lieu.
3. Notwithstanding 1 and 2, employees occupying positions which must be staffed seven (7) days per week regardless of holidays, and who work the holiday, shall observe the holiday on the actual day.

705. COMPENSATION FOR HOLIDAYS

Eligible full-time employees shall receive pay for all authorized holidays at their current hourly rate, calculated as base hourly rate plus all percentage of base hourly rate pays (including, but not limited to longevity, education, CPA, and POST certificate pay, as applicable to the employee), not to exceed eight (8) hours for any one (1) day, provided they are in a paid work status the scheduled workday before and the scheduled workday after the recognized holiday. Eligible part-time employees shall be entitled to receive holiday pay in proportion to the employee's FTE. Any payable leave time, such as vacation and sick, shall be considered hours worked for the purpose of holiday pay eligibility. The appointing authority may approve holiday pay when an eligible employee has insufficient sick leave accruals as required to maintain paid status for the full day immediately preceding and following the holiday, provided the employee will use at least twelve (12) hours of sick leave or the maximum number of hours required in the coordination of SDI during the pay period that includes the holiday.

A non-exempt Confidential Employee who is required to work on a holiday shall be paid premium compensation at time and one-half (1 ½) the employee's base hourly rate of pay for all hours actually worked, in addition to eligible holiday pay.

SECTION 8: VACATION

801. GENERAL

This Section describes annual rates, maximum accumulation, payoff, and usage of vacation by covered employees. Except as set forth herein, vacation leave benefits for Unrepresented Employees are governed by the Personnel Rules.

Elected Department Heads and Extra Help Employees are not eligible for vacation benefits. Time spent as Extra Help does not count towards the required continuous service for vacation benefits.

802. ACCRUAL RATES AND MAXIMUM ACCUMULATION – APPOINTED DEPARTMENT HEADS

- (a) Appointed Department Heads shall accumulate vacation leave with pay as follows:
1. First through forty-eighth (1 – 48) month employment (1-4 years): 0.05875 per hour in pay status (4.7 hours earned per full pay period paid). Maximum accumulation of 320 hours.
 2. Forty-ninth through one-hundred thirty-second (49 – 132) month of employment (4-11 years): 0.07750 per hour in pay status (6.2 hours earned per full pay period paid). Maximum accumulation of 360 hours.
 3. One-hundred thirty-third (133) and higher months of employment (11+ years): 0.0963 per hour in pay status (7.7 hours earned per full pay period paid). Maximum accumulation of 360 hours.
- (b) Employment time for purposes of vacation for employees covered by this Section shall include total continuous service with the County of El Dorado; provided that time spent in Extra Help status shall not count in the calculation of vacation benefits.

803. ACCRUAL RATES AND MAXIMUM ACCUMULATION - OTHER UNREPRESENTED CLASSIFICATIONS

Full-time and part-time Management and Confidential Employees (other than Appointed and Elected Department Heads) shall accumulate vacation leave with pay as follows:

- (a) First through forty-eighth (1- 48) month employment (1-4 years): 0.03875 per hour in pay status (3.1 hours earned per full pay period paid). Maximum accumulation of 240 hours.
- (b) Forty-ninth through one-hundred thirty-second (49 – 132) month of employment (4-11 years): 0.05875 per hour in pay status (4.7 hours earned per full pay period paid). Maximum accumulation of 320 hours.
- (c) One-hundred thirty-third (133) and higher months of employment (11+ years): 0.07750 per hour in pay status (6.2 hours earned per full pay period paid). Maximum accumulation of 320 hours.

Employment time for purposes of vacation accrual for employees covered by this Section shall include continuous service with the County of El Dorado beginning on the hire date (or adjusted service date for employees re-employed in accordance with the Personnel Rules); provided that time spent in Extra Help status shall not count in the calculation of vacation

benefits.

804. DONATION OF VACATION LEAVE

Employees covered by this Resolution shall be governed by the donation of vacation leave provisions set forth in the Personnel Rules.

SECTION 9: SICK LEAVE

901. GENERAL

Employees covered by this Resolution, except for Elected Department Heads, shall be governed by the leave provisions set forth in the Personnel Rules.

902. PAYMENT FOR UNUSED SICK LEAVE

In order to receive payment for unused sick leave at the time of retirement, layoff or voluntary separation, a Management or Confidential Employee must have five (5) or more years of continuous County service, except as provided otherwise in this Section.

- (a) Management Employees - Management Employees shall be entitled to receive a payoff of their unused sick leave up to a maximum of five hundred four (504) hours. Payment shall be made at the employee's last hourly rate of pay.

Notwithstanding other provisions of this Section regarding eligibility, Appointed Department Heads who retire prior to completion of five (5) years of continuous service are entitled to receive a payoff of their unused sick leave up to the five hundred four (504) hours maximum.

- (b) Confidential Employees - Confidential Employees shall be entitled to receive a payoff of their unused sick leave as follows:
1. Employees that have completed at least 60 months (5 Years) of service shall receive 20% of their unused sick leave.
 2. Employees that have completed at least 120 months (10 years) of service shall receive 40% of their unused sick leave.
 3. Employees that have completed at least 180 months (15 years) of service shall receive 70% of their unused sick leave.
 4. Employees that have completed 240 months (20 years) or more of service shall receive 100% of their unused sick leave.

The maximum number of hours paid shall not exceed 500. Payment shall be made at the employee's last hourly rate of pay.

- (c) 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 the provisions of this Section 902; in the event an Appointed Department Head dies while in active service with the County, it shall be treated as a retirement for purposes of sick leave payoff eligibility.

SECTION 10: MANAGEMENT, SUPERVISORY, SPECIAL, AND PERSONAL LEAVE

1001. GENERAL

Elected Department Heads and Extra Help Employees are not eligible to receive leaves under this Section. Eligible Part-time employees shall receive a prorated share of leave(s) prescribed in this Section based upon their FTE.

1002. MANAGEMENT LEAVE

- (a) Full-time Appointed Department Heads shall be credited with up to ninety-six (96) hours of management leave per year. Continuing employees shall be credited with ninety-six (96) hours in pay period 01 of each year. Employees who newly enter a UD classification as a new hire or from a different classification or bargaining unit where they did not otherwise receive management leave that calendar year will be credited with management leave on their appointment date as follows:

Appointment Date	Full-Time	Part-Time
In pay periods 1-13	96 hours	Prorated proportionate to employee's FTE
In pay periods 14-26	48 hours	Prorated proportionate to employee's FTE

An Employee who newly enters a UD classification from a different classification or bargaining unit where they did receive management leave that calendar year is only eligible for the difference in the management leave based on the UD appointment date, provided the additional hours plus any hours previously credited that calendar year do not exceed the maximum allowed for the UD positions (*i.e. an existing full-time UM employee who moves into a UD position in pay period 13 would receive sixteen [16] hours of management leave upon appointment on top of the eighty [80] hours received in pay period 01 as UM for a total of ninety-six [96] hours that initial year*).

- (b) Full-time Administrative Management Employees shall be credited with up to eighty (80) hours of management leave per year. Continuing employees shall be credited with eighty (80) hours in pay period 01 of each year. Employees who newly enter a UM classification as a new hire or from a different classification or bargaining unit where they did not otherwise receive management leave that calendar year will be credited with management leave on their appointment date as follows:

Appointment Date	Full-Time	Part-Time
In pay periods 1-13	80 hours	Prorated proportionate to employee's FTE
In pay periods 14-26	40 hours	Prorated proportionate to employee's FTE

- (c) Management leave 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 management leave time will be lost.

1003. SUPERVISORY LEAVE

Confidential supervisory employees will receive up to sixteen (16) hours of supervisory leave per year. Continuing employees shall receive up to sixteen (16) hours of supervisory leave in pay period 01 of each year. Confidential supervisory employees newly entering the Confidential Unit as a new hire or from a different classification or bargaining unit where they did not otherwise receive supervisory leave that calendar year shall receive supervisory leave on their appointment date as follows:

Appointment Date	Full-Time	Part-Time
In pay periods 1-13	16 hours	Prorated proportionate to employee's FTE
In pay periods 14-26	08 hours	Prorated proportionate to employee's FTE

Confidential employees newly assigned supervisory responsibilities shall receive supervisory leave as prescribed above based on the date a subordinate is assigned on an ongoing basis as documented on the prescribed personnel action form.

Such leave does not accrue from year to year and must be used by the last day of pay period twenty-six (26) of each year and is not subject to payoff provisions. Any unused supervisory leave time will be lost. This benefit is forfeited immediately upon leaving the supervisory classification.

1004. SPECIAL LEAVE FOR CONFIDENTIAL EMPLOYEES

- (a) Non-Exempt: upon appointment, full-time non-exempt Confidential Employees shall be credited with up to thirty-two (32) hours of special leave per year. Continuing employees shall be credited with thirty-two (32) hours in pay period 01 of each year. Employees newly entering the Confidential Unit as a new hire or from a different classification or bargaining unit where they did not otherwise receive special leave that calendar year will be credited with special leave on their appointment date as follows:

Appointment Date	Full-Time	Part-Time
In pay periods 1-13	32 hours	Prorated proportionate to employee's FTE
In pay periods 14-26	16 hours	Prorated proportionate to employee's FTE

- (b) Exempt: upon appointment, full-time exempt Confidential Employees shall be credited with up to fifty-six (56) hours of special leave per year. Continuing employees shall be credited with fifty-six (56) hours in pay period 01 of each year. Employees newly entering an exempt Confidential position as a new hire or from a different classification or bargaining unit where they did not otherwise receive special leave that calendar year will be credited with special leave on their appointment date as follows:

Appointment Date	Full-Time	Part-Time
In pay periods 1-13	56 hours	Prorated proportionate to employee's FTE
In pay periods 14-26	28 hours	Prorated proportionate to employee's FTE

- (c) Unused special leave does not accrue from year to year and must be used by the last day in pay period 26 of each year. Special leave is not subject to the payoff provisions; any unused special leave time will be lost.
- (d) Confidential Employees shall have no more than the maximum hours specified.
 1. An exempt Confidential Employee who moves into a non-exempt Confidential position forfeits any hours in excess of the non-exempt Confidential Employee maximum amount immediately upon the position change.
 2. A non-exempt Confidential Employee who moves into an exempt Confidential position is only eligible for difference in hours between the exempt and non-exempt position based on the appointment date, provided the additional hours plus any hours previously credited that calendar year do not exceed the maximum allowed for exempt positions (*i.e. an existing full-time non-exempt employee who moves into an exempt Confidential position in pay period 15 would receive twelve [12] hours of special leave upon appointment [28 exempt – 16 non-exempt = 12 hours] on top of the thirty-two [32] hours received in pay period 01 for a total of forty-four [44] hours that initial year*).

1005. PERSONAL LEAVE

Administrative Management and Confidential employees will receive up to sixteen (16) hours of personal leave per year. Continuing employees shall receive up to sixteen (16) hours of personal leave in pay period 01 of each year. Employees who newly enter a UM or CO classification as a new hire or from a different classification or bargaining unit where they did not otherwise receive personal leave that calendar year shall receive personal leave on their appointment date as follows:

Appointment Date	Full-Time	Part-Time
In pay periods 1-13	16 hours	Prorated proportionate to employee's FTE
In pay periods 14-26	08 hours	Prorated proportionate to employee's FTE

Personal leave shall be taken at a time agreeable to both the employee and the appointing authority, and will not be considered holidays for payroll purposes.

Personal leave 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 personal leave time will be lost.

SECTION 11: OTHER LEAVES

1101. GENERAL

Employees covered by this Resolution shall be governed by the leave provisions set forth in the Personnel Rules.

1102. 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. Eligibility for use of County-paid time for these doctor visits is limited to up to forty-eight (48) hours.

1103. LEAVE OF ABSENCE WITHOUT PAY

In addition to provisions in the Personnel Rules governing leaves of absence without pay, and except as otherwise provided by law, an employee's accrual of service time for the purposes of eligibility for merit salary step increases shall be tolled commensurately for each full pay period an employee is on authorized leave without pay.

1104. JURY DUTY

Except as expressly set forth in this Resolution, the provisions of Jury Duty for Management and Confidential Employees (excluding Elected Department Heads and Extra Help) will be in accordance with the Personnel Rules.

1105. COURT APPEARANCES

Any employee called as a witness during the employee's regularly scheduled working hours, arising out of and in the course of County employment, shall be subject to the provisions of the Personnel Rules for Court Appearances, except as provided otherwise in this Section.

Off Duty Time - FLSA non-exempt Confidential or Extra Help employees called as a witness during the employee's off duty hours, arising out of and in the course of County employment, shall be compensated for such time as time worked. Such employees shall be compensated for two (2) hours or actual duration of the court appearance, whichever is greater.

SECTION 12: SPECIAL PAYS

Consistent with Government Code Section 21224(a) Extra Help retired annuitant employees are not eligible for any special pays beyond the hourly rate of pay.

1201. LONGEVITY PAY

- (a) Employees with a hire date after November 7, 2017, are not eligible for longevity pay.
- (b) Management and Confidential Employees (excluding Undersheriff) who were hired or transitioned into an unrepresented classification (including former members of the Deputy County Counsel bargaining unit) after November 7, 2017, and before February 4, 2020, from a represented job classification at the County that was eligible for

longevity pay pursuant to its applicable Memoranda of Understanding at the time of hire or transition, shall continue to be eligible for longevity pay as determined by this Section 1201 (e) and 1201 (f) below, provided that there is no break in service.

- (c) Management and Confidential Employees (excluding Undersheriff) hired or transitioned into an unrepresented classification (including former members of the Criminal Attorney bargaining unit) on or after February 4, 2020, who (1) were hired directly from a represented job classification at the County that was eligible for longevity pay pursuant to its applicable Memorandum of Understanding at the time of hire, and (2) were receiving longevity pay in their prior represented position at the time of their hire or transition into an unrepresented classification, shall continue to be paid longevity pay at their current longevity tier, but will not be eligible for any further longevity pay advancement thereafter.
- (d) Effective January 1, 2019, Elected Department Heads are not eligible to receive longevity pay beyond the elected term inclusive of that date. After January 1, 2019, newly elected and re-elected Department Heads will no longer receive longevity pay regardless of first date assuming office. Effective December 18, 2018, Department Heads appointed by the Board of Supervisors who are receiving longevity pay shall be frozen in the tier they are eligible to receive and shall not be eligible for any further longevity pay advancement thereafter. Department Heads appointed by the Board of Supervisors prior to November 7, 2017, but who have not yet achieved the first longevity tier shall not be eligible for any longevity pay.
- (e) Management Employees - A regular full-time or part-time Management Employee (excluding the Undersheriff) hired prior to November 7, 2017, shall receive longevity pay in recognition of continuous service in paid status with the County. The longevity pay shall be effective on the first day of the biweekly pay period following completion of the required years of service. Longevity pay is not cumulative.

Completion of 10 years	5.0% of base salary
Completion of 15 years	10.0% of base salary
Completion of 20 years	13.0% of base salary
Completion of 25 years	15.0% of base salary
Completion of 30 years	16.0% of base salary

For Administrative Management Employees and Appointed Department Heads, longevity pay increases shall be based upon continuous service with the County in an allocated position, subject to adjustment in accordance with the Personnel Rules, and shall be effective on the first day of the biweekly pay period following completion of the required period of service. Time spent as Extra Help shall not be considered in calculating longevity.

- (f) Confidential Employees - A regular full-time or part-time Confidential Employee shall receive longevity pay in recognition of continuous service in paid status with the County. The longevity pay shall be effective on the first day of the biweekly pay period following completion of the required years of service. Longevity pay is not cumulative.

Completion of 10 years	5% of base salary
Completion of 15 years	7.5% of base salary*
Completion of 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, subject to adjustment in accordance with the Personnel Rules, and shall be effective on the first day of the biweekly pay period following completion of the required period of service. Time spent as Extra Help shall not be considered in calculating longevity.

1202. POST CERTIFICATE PAY

The Undersheriff shall receive POST certificate pay based upon the most advanced certificate they possess. POST certificate pay is not cumulative.

Intermediate POST certificate	5.0% of base salary
Advanced POST certificate	10.0% of base salary
Supervisory POST certificate	12.0% of base salary
Management POST certificate	13.0% of base salary
Executive POST certificate	15.0% of base salary

1203. TAHOE EMPLOYMENT DIFFERENTIAL

In recognition of limited choices of health care plans, providers, and associated costs in the Tahoe Basin (defined as the Tahoe Regional Planning Agency jurisdiction boundary around Lake Tahoe), full-time Administrative Management and Confidential Employees (other than Elected Department Heads and Appointed Department Heads) who are eligible employees as defined below shall receive a total of one hundred and one dollars and fifty-three cents (\$101.53) each of the twenty-four benefit pay periods (the first two paydays of each month); employees regularly scheduled to work twenty (20) hours or fewer per week (0.5 FTE or less) shall receive fifty dollars and seventy-seven cents (\$50.77) per benefit pay period. Extra Help Employees shall not be eligible for the provisions of this Section 1203.

Eligible employees are those employees who meet one of the following criteria:

1. The employee resides in the Tahoe Basin;
2. The employee resides outside of the coverage area for the County's HMO medical care plan (historically having an eastern boundary of Placerville) and the employee's primary work location is in the Tahoe Basin.

Employees not meeting one of these criteria shall not be eligible for this differential. For purposes of determining eligibility, an employee's residence shall be as documented by the physical home address in the County's HR/Payroll system. This differential shall only apply when an eligible employee is in paid status for a majority of their assigned hours in a pay period.

1204. GEOGRAPHIC DIFFERENTIAL

Regular full-time Employees whose primary work location is in the Tahoe Basin (defined as the Tahoe Regional Planning Agency jurisdiction boundary around Lake Tahoe) and who reside in the zip codes listed below shall receive two hundred dollars (\$200.00), paid twenty-four (24) pay periods per year (the first two pay days of each month); employees

regularly scheduled to work twenty (20) hours or fewer per week (0.5 FTE or less) shall receive half this amount:

Zip codes 89402, 89410, 89411, 89413, 89423, 89448, 89449, 89450, 89451, 89460, 89701, 89702, 89703, 89705, 95604, 95646, 95720, 95721, 95735, 96120, 96140, 96141, 96142, 96143, 96145, 96146, 96148, 96150, and 96155.

Residential addresses within zip codes not listed but located no further than twenty-five (25.0) miles from the employee's primary Tahoe Basin physical work address must be submitted by the employee's appointing authority for prior written approval by the Director of Human Resources or their designee before this differential may be authorized.

For purposes of determining eligibility, an employee's residence shall be as documented by the physical home address as listed in the County's HR/Payroll software system subject to employee's provision of proof of residency (i.e., lease agreement or current utility bill in the employee's name). This differential shall only apply when an eligible employee is in paid status for a majority of their assigned hours in a pay period.

This Section 1204 does not apply to Extra Help Employees.

1205. ATTORNEY ON-CALL PAY

An employee in the classification of Chief Assistant District Attorney, Associate Attorney, Deputy Attorney, or Sr. Attorney may be assigned by the appointing authority to be in an "on-call" status in order to provide immediate legal advice, and search and arrest warrants to law enforcement officers investigating complex criminal cases.

Employees in the classifications defined above who are assigned on-call duty shall be compensated at the rate of four hundred dollars (\$400.00) per weekly assignment of such duty.

1206. DISTRICT ATTORNEY LEAD ATTORNEY PAY DIFFERENTIAL

Employees in the Attorney (Associate, Deputy, Sr.) classification series in the District Attorney's Office who were assigned and designated as a Lead Attorney by the District Attorney and who received a seven and one-half percent (7.5%) Lead Attorney Pay Differential at the time this Resolution was adopted will continue to receive the differential, as described herein.

- (a) As a Lead Attorney, employees are responsible for providing technical and functional direction to a team of attorneys, which may also include other law enforcement staff; directing, assigning, and reviewing the work of the team; providing training and direction on case strategies to the team; and planning and coordinating team activities.
- (b) Effective two (2) full pay periods following adoption of this Resolution, the Lead Attorney Pay Differential shall be reduced from seven and one-half percent (7.5%) to three percent (3.0%) of the employee's base hourly rate during the term of the assignment.
- (c) An Attorney who currently receives the Lead Attorney Pay Differential will cease receiving the Differential if 1) they are promoted to a classification above Sr. Attorney, 2) the District Attorney decides to end their Lead Attorney assignment, or 3) the employee changes employment outside the Attorney classification series or otherwise separates employment, whichever occurs first. Once an individual ceases to be eligible for the Lead Attorney Pay Differential, it may not be restored under any

circumstances. The District Attorney's decision to end a Lead Attorney assignment, and loss of a Lead Attorney Pay Differential, may not be grieved or otherwise challenged.

- (d) The Lead Attorney Pay Differential shall be limited to the maximum three (3) incumbent Lead Attorneys in the District Attorney's Office. No other employees will be eligible for Lead Attorney Pay Differential. Once eligibility ceases for all three incumbent Lead Attorneys, the Lead Attorney Pay Differential provision shall automatically terminate, and this Section 1206 shall no longer be in force and effect.

1207. EXTRA HELP PSYCHIATRIST ON-CALL PAY

- (a) The appointing authority may assign an Extra Help Employee in the classification of Psychiatrist to be in an "on-call" (i.e., medical backup) status to provide emergency psychiatric services. When so assigned, the employee shall receive two (2) hours of pay at the Psychiatrist-Extra Help rate for each on-call shift so assigned. An on-call (medical backup) shift shall include all hours within a twenty-four (24) hour period in which the employee is assigned to be on call.
- (b) On weekends and/or holidays, an employee assigned to a twenty-four (24) hour on-call shift and who is required to physically return to work (e.g., leave home or another off duty location) in order to perform required duties to make "rounds" shall, in addition to the above, receive an additional two (2) hours of pay at the Psychiatrist-Extra Help rate.

1208. ON-CALL DUTY AND CALL-BACK PAY FOR NON-EXEMPT CONFIDENTIAL AND EXTRA HELP EMPLOYEES

- (a) On-Call - When warranted and in the interest of the County's operations, appointing authorities or their designees may assign non-exempt Confidential and Extra Help Employees to "on-call" duty for an "on call period" determined by the employee's department.
 - 1. On-Call Compensation – Except as provided otherwise in this Resolution, employees assigned to on-call duty shall be compensated at the rate of three dollars (\$3.00) per hour.
 - 2. If the County and the employee agree, an employee on an approved vacation may be placed on the on-call duty list if the employee is willing and able to return to work if called during the vacation.

- (b) Call-Back Compensation for Non-Exempt Confidential and Extra Help Employees

When a non-exempt Confidential or Extra Help Employee returns to work because of a department request made after the employee has completed their normal work shift and left the work station, the employee shall be credited with a minimum of two (2) hours of work plus any hours of work in excess of two (2) hours in which the employee is continuously engaged in work for which they were called back.

An employee who is physically called back to work shall be entitled to the aforementioned two (2) hour minimum only once during a single on-call period or twice during a weekend on-call period.

There shall be no duplication or pyramiding of rates paid under this Section. No employee shall be compensated for on-call duty and call-back duty simultaneously.

Hours worked on call-back duty shall be deducted from the prescribed on-call duty to determine the appropriate on-call pay.

"Call-back" time shall be paid as premium compensation at one and one-half (1 ½) times the employee's base hourly rate of pay.

The two (2) hour minimum shall apply only when an employee is required to physically return to work (e.g., leave home or another off duty location) in order to perform required duties. An employee who performs work after regular hours, but who is not required to leave their off duty location, shall be compensated with a one (1) hour minimum or actual time spent at the premium rate. The one (1) hour minimum is not meant to be provided on a per contact (i.e., phone call) basis and the duplication and/or pyramiding of pay will be prohibited in this instance.

Call-back provisions, including the two (2) hour minimum, shall not apply if an employee is called to work within one (1) hour of their normal starting time. If an employee is called to work within the one (1) hour prior to their normal starting time, they shall be compensated solely for the time actually worked.

1209. ACTING STATUS

An acting assignment is defined as the assignment of a regular employee to work in a classification for which the compensation is greater than the employee's regularly assigned classification. If the employee works in the acting assignment for more than fifteen (15) work days, the employee shall receive compensation for such work retroactive to the first day of the assignment equivalent, as described below, to the rate of pay established for the higher classification, pursuant to the Personnel Rules, under the following conditions:

An acting assignment may occur in the following circumstances:

- (a) Where an authorized position has become "vacant" due to the temporary absence of the position's incumbent.
- (b) Where an authorized position has become "vacant" due to the permanent separation of the position's incumbent, and a recruitment and/or selection process has not been completed, or the appointing authority finds the need to hold the position vacant for a period of time.
- (c) In an exceptional circumstance, when a vacancy does not exist but an employee has been assigned to perform duties which exceed the scope of the employee's classification.

All acting assignments are subject to the following provisions:

- (a) Requests for acting assignments shall be made in accordance with the Personnel Rules Section, Requests for Personnel, and approved in advance by the Director of Human Resources.
- (b) The nature of the assignment shall be such that the employee in the lower classification becomes fully responsible for the duties of the position of the higher classification.
- (c) An employee selected for an acting assignment will normally be expected to meet the minimum qualifications for the higher classification. This determination shall be made by the Director of Human Resources prior to the commencement of the acting assignment. If the employee does not meet the minimum qualifications for the higher

classification, the appointing authority, prior to assigning the employee to the acting position, must provide justification for such selection to Human Resources for approval.

- (d) Acting assignments shall not be utilized as a substitute for regular promotional procedures.
- (e) In lieu of Personnel Rule 608, Salary on Promotion, an employee who is in an Acting Pay Assignment pursuant to this Section shall receive a Temporary Upgrade Pay (TUP). The TUP will be an hourly rate equal to the sum of the differences in the base hourly rate and percentage-of-base hourly differentials (i.e. longevity, POST certificate pay, CPA pay, etc. as applicable) between the employee's current classification and the nearest step within the higher acting classification's salary range that is not less than five percent (5%) more than their current step; provided, however, in no case shall the hourly wage calculated for the difference be more than the top step in the new salary range.

For purposes of further annual increases within the salary range, the employee's anniversary date shall remain unchanged from the effective date of the employee's current classification. Increases in salary, if any, shall be made effective on the effective date of the employee's current classification salary review date, with commensurate adjustment made to the TUP.

- (f) Out of class acting assignments shall not exceed nine hundred sixty (960) hours in each fiscal year.
- (g) Acting status may be terminated by the appointing authority at any time by initiating the appropriate process prescribed by the Department of Human Resources. If an employee's acting assignment is terminated and subsequently reinstated within thirty (30) days, and the employee had been receiving compensation at the rate of pay for the higher classification, the employee shall receive the higher rate of pay effective the first day of reinstatement of the acting assignment.
- (h) Eligible overtime pay will be paid in accordance with the Fair Labor Standards Act (FLSA).
- (i) If an employee's acting assignment is in a represented bargaining unit, the employee will continue to have all pay and benefits determined by this resolution.

1210. INTERIM ASSIGNMENTS

The Board of Supervisors may authorize an interim designation only when an Appointed Department Head position has been permanently vacated and the vacancy is expected to continue for an extended period of time (i.e., more than three months), and until such time as a permanent appointment has been made.

Only the Board of Supervisors has authority to designate and remove an employee from interim status. Interim status shall commence on the effective date specified by the Board of Supervisors.

Employees selected for the assignment must meet the minimum qualifications for the higher classification.

While in Interim status:

- (a) The employee is considered to exercise the full scope of responsibility and

accountability in the higher-level position.

- (b) The employee shall receive compensation at the rate of pay established for the higher classification pursuant to the Personnel Rules Section, Salary on Promotion, unless otherwise designated by the Board of Supervisors.
- (c) The employee shall receive management leave and vacation accrual rates and up to the maximum accruals established for the interim position to which the employee is assigned. The employee shall continue to receive other benefits as established for the previously held classification as set forth in this Resolution. If the employee is returned to a position for which lower maximum accruals have been established, the employee shall be paid for any leave the employee has accumulated in excess of the maximum accruals for the position to which the employee is returned.
- (d) The employee retains status in the classification held immediately prior to the interim assignment.

1211. UNIFORMS - SHERIFF AND UNDERSHERIFF

The Sheriff and Undersheriff shall be paid a uniform allowance of forty-one dollars and sixty-six cents (\$41.66) per twenty-four (24) pay periods.

1212. SHIFT DIFFERENTIAL

This Section 1212 does not apply to exempt employees.

- (a) A non-exempt Confidential or Extra Help Employee who is assigned to work and actually works a regular shift that begins at or after 5:00 p.m. and prior to 10:00 p.m. shall receive an additional one dollar (\$1.00) per hour over their regular rate of pay for all hours actually worked during this period.
- (b) A non-exempt Confidential Employee or Extra Help who is assigned to work and actually works a regular shift that begins at or after 10:00 p.m. and prior to 5:00 a.m. shall receive an additional one dollar and twenty-five cents (\$1.25) per hour over their regular rate of pay for all hours actually worked during this period.
- (c) Extra Help Snow Removal Workers shall receive shift differential in accordance with the provisions of the Memorandum of Understanding for the Highway Maintenance Worker III classification.

1213. BILINGUAL DIFFERENTIAL

When an appointing authority designates in writing that an Unrepresented Employee must utilize bilingual skills as a required component of the employee's job duties, and is necessary for the delivery of County services, the employee will be paid a bilingual differential of one dollar (\$1.00) per hour for all hours in paid status, not to exceed eighty dollars (\$80.00) per pay period.

The bilingual differential shall be paid for bilingual proficiency in any language determined by the appointing authority in writing as necessary to provide primary services to the public.

In order to be eligible for bilingual pay the unit member must:

- (a) Be certified by the Department of Human Resources as possessing the requisite skill in the foreign language (or American Sign Language) required in the assignment; and
- (b) Be authorized and required as a regular part of the assignment of duties to converse

and/or write in a language other than English (including American Sign Language).

The County shall adopt a language proficiency testing process to determine employees' qualification to serve as bilingual skill providers. The Department of Human Resources shall use a verbal and/or written testing process, depending upon the level of bilingual skills required, to validate the employee's skills. Written authorization for an employee to continue to receive a bilingual differential shall be reviewed and renewed annually by the appointing authority, although payment of the bilingual differential shall continue until notice is given otherwise by the appointing authority. This differential shall only apply when an eligible employee has actual hours worked during the pay period.

1214. DEFERRED COMPENSATION CONTRIBUTION FOR APPOINTED AND ELECTED DEPARTMENT HEADS, AND ADMINISTRATIVE MANAGEMENT EMPLOYEES

The County will contribute each pay period to deferred compensation for all Elected Department Heads, Appointed Department Heads, and Administrative Management employees, as specified below. Contributions will be made prospectively in each pay period and no retroactive contributions will be made.

- (a) The County will contribute two and one-half percent (2.5%) of base salary in each pay period to deferred compensation for employees in the following classifications:
 - 1. Sheriff/Coroner/Public Administrator
 - 2. Undersheriff
 - 3. District Attorney
 - 4. Public Defender
 - 5. Alternate Public Defender
- (b) The County will contribute four and one-half percent (4.5%) of base salary in each pay period to deferred compensation for all Elected Department Heads, Appointed Department Heads, and Administrative Management employees excluding those specified in Section 1214(a).

1215. EDUCATION INCENTIVE

The Undersheriff shall receive a maximum differential of five percent (5%) of base salary for possession of a four-year college degree (Bachelor of Arts and/or Bachelor of Sciences degree) from a regionally accredited institution. For the purposes of this Resolution, accreditation shall be by a recognized regional accrediting body pursuant to the Personnel Rules.

1216. BUILDING DEPARTMENT CERTIFICATION PROGRAM

Extra Help Employees in classifications otherwise covered by a recognized employee organization shall be entitled to receive building certification compensation in accordance with the provisions of the Memorandum of Understanding for the respective classification, provided that 1) no employee shall receive compensation for any individual certificate that they must possess as a requirement of the employee's current classification held, and 2) compensation under this program shall only apply when an eligible employee is in paid status during the pay period in which the certification premium is paid. Such certification requirement shall be as identified on the County's job classification specification.

1217. CERTIFIED PUBLIC ACCOUNTANT (CPA) INCENTIVE

With the approval of the Director of Human Resources, an Unrepresented Employee (other than an Elected Department Head) who is charged with performing professional accounting responsibilities or managing large, complex programs and projects, and who is a California licensed CPA with an experience completed designation of "A" shall receive a differential of ten percent (10%) of base salary.

With the approval of the Director of Human Resources, an Unrepresented Employee (other than an Elected Department Head) who is charged with performing professional accounting responsibilities or managing large, complex programs and projects, and who is a California licensed CPA with a completed designation of "G" shall receive a differential of five percent (5%) of base salary.

Each employee eligible to receive this CPA incentive shall provide proof of valid licensure in the form of a copy of the license, an official notification letter from the California Board of Accountancy, or a copy of online license standing from the California Board of Accountancy. Eligibility for the CPA incentive will cease 1) on the license expiration date, 2) upon the date of withdrawal, decertification, or termination of the license unless proof of successful renewal of licensure is provided to the County, or 3) upon change in job assignment that no longer qualifies the employee for this differential.

1218. SEVERANCE PAY

Appointed Department Heads serve at the pleasure of the Board of Supervisors and are 'at-will' employees whose employment may be terminated by the County at any time for any reason, or for no reason, without any cause whatsoever. If the County terminates an Appointed Department Head, who has been in their current position for a minimum of one (1) year, the Appointed Department Head shall be entitled to six (6) months' base salary unless the Appointed Department Head has been convicted of commission of any felony or of any crime of moral turpitude or of any crime in the performance of, or related to, their duties; or committed misfeasance or malfeasance in their official duties; or has been terminated for any other reasonable cause as that term is defined by County of El Dorado Personnel Rules. The Appointed Department Head shall not be entitled to severance compensation under any other circumstances, including, but not limited to, resignation. For purposes of this Section, 'base salary' shall mean the monthly proration of the annual salary specified in the Salary Schedule, less applicable tax withholding. As a condition to receipt of severance compensation, the Appointed Department Head shall execute a release of all claims against County in a form deemed satisfactory to County and approved by County Counsel.

1219. ATTORNEY DUES REIMBURSEMENT

For Administrative Management, Appointed Department Head, and Elected Department Head classifications which require the incumbent possess an active membership in good standing with the State Bar of California, the County shall pay or reimburse the employee for the cost of:

- (a) The annual California State Bar dues for full-time employees. The County will reimburse part-time employees for a pro rata portion of their California State Bar dues based on their FTE;
- (b) Costs incurred by full-time employees to comply with any requirements of the California State Bar that are necessary to maintain a California State Bar license, such

as the costs of live-scan fingerprinting. The County will reimburse part-time employees for a pro rata portion of such costs based on their FTE; and

- (c) Approved Mandatory Continuing Legal Education (MCLE) requirements for full-time employees. For the purposes of this Section "approved" shall mean prior approval by the appointing authority. If any travel and/or lodging are associated with MCLE requirements, then said travel, lodging, and meals shall be reimbursed in accordance with Board of Supervisors Policy D-1, Travel.

1220. CHIEF ATTORNEY DEPARTMENT OF CHILD SUPPORT SERVICES INCENTIVE

The Director of Child Support Services shall receive a differential of five percent (5%) of base salary if they satisfy both of the following: 1) they possess an active membership in good standing with the State Bar of California; and 2) they serve at the direction of the Board as the Chief Attorney for the Department of Child Support Services.

1221. EXTRA HELP EMPLOYEES– BOOT ALLOWANCE

Extra Help Employees who are required by a department to wear boots shall receive a boot allowance of nine dollars and thirty-seven cents (\$9.37) paid the first two paydays of each month, regardless of whether they work full-time or part-time. This Section requires that employees be in paid status for the majority of their assigned hours in a pay period in order to be eligible for the allowance. The applicable department will make the request for appropriate boot allowance using the prescribed form or system. The boot allowance will continue until such time the department no longer requires the employee to wear boots, or the employment ends, and the allowance is discontinued by the appointing authority or designee using the prescribed form or system.

SECTION 13: INSURANCE PLANS

1301. PLAN DOCUMENTS OR CONTRACTS CONTROL

In the event of any conflict between the terms of this Resolution and the terms of the various plan documents or insurance contracts governing the County Optional Benefit Plan, Life Insurance, Workers' Compensation, and Long Term Disability Programs, the terms of the plan documents and insurance contracts shall control.

1302. MEDICAL, DENTAL, AND VISION PLAN BENEFITS

- (a) Eligibility and Enrollment

Enrollment procedures for medical, dental, and vision benefits are specified in the governing plan document, as approved by the Board of Supervisors, to the extent that such document does not conflict with state or federal law.

Coverage for medical, dental, and vision benefits shall become effective on the first day of the month following an employee's hire date and shall terminate on the last day of the month in which the employee separates from County service.

Employees who separate from County service and retirees who are not eligible for the Retiree Health Benefits Contribution Plan may, at their own expense, continue to be enrolled in a County-sponsored plan in accordance with the provisions of the plan or as provided by law.

(b) Coverage and Contributions for Active Employees

1. Covered benefits are specified in the governing plan document, as approved by the Board of Supervisors, to the extent that such document does not conflict with state or federal law.
2. Health plan premiums are established by the Board of Supervisors annually for each plan year, which runs on a calendar year basis (January 1 – December 31).
 - i. Premiums are based on total program costs, including vendor premiums and County costs for administering the program.
 - ii. The County shall increase its contribution to the County's medical/dental plan by up to seven and one-half percent (7.5%). Any remaining cost shall be paid by the employee.
3. Published rates for each year shall become effective the first paycheck issued in the December immediately preceding the plan year.
4. Regular employee contributions are deducted over twenty-four (24) pay periods. No regular contributions are deducted from the third paycheck issued in any month.
5. Other than required by law, in order to be eligible for the full County contribution for payment of premiums, a full-time or part-time employee must be in paid status (i.e., where the employee is receiving pay from work hours, compensatory time off, vacation leave, or sick leave in accordance with the Personnel Rules) for at least sixty-four (64) hours during a pay period. An employee who is receiving workers' compensation temporary disability shall be eligible for continuation of the County's contribution until such time as eligibility for workers' compensation temporary disability ceases.
6. An employee who ceases to be eligible for full County contributions during a pay period must pay directly to Human Resources the full amount of the employee and County contributions, as prorated below, in order to retain benefit coverage under the County-sponsored medical/dental/vision benefit plan.

Hours in Paid Status	Employer Portion Paid by Employee
64-80	No additional charge to the employee
40->64	25% of Employer Contribution
32->40	50% of Employer Contribution
>32	100% of Employer Contribution

7. The County will not contribute toward the cost of any plan other than those specifically sponsored by the County.

1303. RETIREE HEALTH CONTRIBUTION

- (a) County contribution toward retiree health was discontinued for Unrepresented Employees hired on or after January 26, 2010; however, employees hired into an allocated position (excluding Extra Help and provisional) on or after January 26, 2010

may continue to participate, at their own cost, in the County-sponsored retiree health plan options provided they meet the criteria specified in the plan.

- (b) Employees hired into and continuously employed in an allocated position (excluding Extra Help and provisional) on or before January 25, 2010 may be eligible for the Retiree Health Benefits Contribution Plan subject to the provisions of the Retiree Health Benefits Contribution Plan Document.

An employee who retires from County service and who has attained a cumulative total completed years of service (excluding Extra Help service and provisional) with the 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%

An eligible Elected or Appointed Department Head may substitute up to fifty percent (50%) of the required County service required above with prior public service time with any county or city in the state of California.

1304. OPTIONAL BENEFITS PLAN

- (a) The County shall provide to each eligible full-time FLSA exempt Confidential Employee and each eligible FLSA exempt Management Employee (including Administrative Management, Appointed Department Heads, and Elected Department Heads) a contribution of six thousand two hundred forty dollars (\$6,240) per fiscal year, toward the purchase of benefits included within the Optional Benefit Plan (OBP), prorated and paid over twenty-four (24) benefit pay periods provided that the employee is in a paid status for the full pay period or is on an approved, non-disciplinary, leave of absence. Each prorated contribution shall not be deemed earned until the pay period in which it is paid. FLSA exempt classifications shall only be eligible to receive OBP contributions as cash payments. Such cash payments shall be taxable income.
- (b) The County shall provide to each eligible full-time FLSA non-exempt Confidential Employee a contribution of six thousand two hundred forty dollars (\$6,240) per fiscal year, toward the purchase of benefits included within the OBP. The six thousand two hundred forty dollars (\$6,240) shall be prorated over twenty-four (24) benefit pay periods, provided that the employee is in a paid status for the full pay period or is on an approved voluntary leave of absence. Each prorated contribution shall not be deemed earned until the pay period in which it is paid. An FLSA non-exempt Confidential Employee eligible under this Section who has elected to receive the employee's optional benefit contribution or portion thereof in cash, may receive cash, which is taxable income, subject to the provision of the Plan.
- (c) Part-time Management and Confidential Employees hired on or after January 1, 1990, shall be eligible for the prorated amount of contribution specified in Section 1304(a), as set forth in Section 1304(e).
- (d) Optional benefits are specifically defined in the OBP. Provisions generally include the following:

1. County of El Dorado Health Care Account - Eligible employees may elect to receive medical and dental benefits under the County OBP.
 2. Supplemental Life Insurance - Eligible employees may elect to purchase additional life insurance, subject to the provisions of the OBP and respective life insurance plans.
 3. Dependent Care - Eligible employees may elect to set up an account for reimbursing dependent care expenses subject to the provisions of the OBP.
 4. Unreimbursed Health Care - Eligible employees may elect to establish an account for reimbursing uninsured health care expenses subject to the provisions of the Plan.
- (e) Part-time Employee - A part-time employee who, on December 31, 1989, was provided with the full OBP as a full-time employee, shall continue to be eligible for the full OBP benefit, provided there has been no break in service.

A part-time employee who is hired on or after January 1, 1990, shall receive this benefit according to their regular work schedule, as documented on the Personnel Action Form, subject to the chart below:

Scheduled Hours Per Pay Period	Optional Benefit Plan
64-79	Equivalent to Full-time Employee
40->64	75% of Equivalent to Full-time Employee
34->40	50% of Equivalent to Full-time Employee
less than 34 hours	Not Eligible

A part-time employee may work additional or fewer hours than the employee's FTE without change to the level of entitlement based upon the number of hours initially set forth on the Personnel Action Form prorata contribution. The prorata entitlement level may only be changed by amending the Personnel Action Form which documents a change to the FTE.

1305. LIFE INSURANCE

The County shall provide a group term life insurance plan for each Unrepresented Employee whose FTE as designated on the Personnel Action Form is at least 60 hours of work per pay period in the following amounts:

Elected and Appointed Department Heads	\$100,000
Administrative Management	\$80,000
Confidential	\$60,000

Accidental Death & Dismemberment coverage is included in this Plan.

1306. LONG TERM DISABILITY

The County shall provide a Long Term Disability Plan for Management and Confidential employees whose FTE as designated on the Personnel Action Form is at least 60 hours of work per pay period, in accordance with the provision of the Long Term Disability Plan.

1307. EMPLOYEE ASSISTANCE PROGRAM

The County shall maintain an Employee Assistance Program for Unrepresented Employees.

SECTION 14: HOURS OF WORK AND OVERTIME

1401. 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 Administrative Management and Confidential Employees to a regular work schedule and may change that schedule at the appointing authority's discretion.

The appointing authority shall give Administrative Management and Confidential Employees reasonable advance notice of any change in work schedule.

In no case may the work schedule of an employee who is eligible for overtime be changed during the FLSA work period when the purpose of such change is to avoid overtime compensation, unless agreed to by the employee.

An alternate work schedule which differs from the standard work schedule of the department may be approved by the appointing authority provided that service to the public is not adversely affected. Such approval shall occur via completing forms assigned by the County.

1402. REST PERIODS

Each appointing authority shall grant rest periods to Confidential Employees and Extra Help Employees. Any such rest periods shall be governed by the Personnel Rules.

1403. MEAL PERIODS

Confidential Employees and Extra Help Employees will be allowed an uncompensated meal period. Any such meal period shall be governed by the Personnel Rules.

1404. OVERTIME

(a) Definition

1. Except as otherwise specified in this Salary and Benefits Resolution for Unrepresented Employees, overtime shall be defined in accordance with FLSA.
2. Holidays will be included in the calculation of "time worked".

(b) Compensation

Overtime required by the FLSA shall be compensated at one and one-half (1 ½) times the employee's regular rate of pay, or at the employee's request and with the department's approval, Compensatory Time Off (CTO) accrued at the rate of one and one-half (1 ½) hours off for each FLSA overtime hour worked. Overtime not required by the FLSA shall be paid as premium compensation at one and one-half times the employee's base hourly rate of pay, and shall not be eligible for CTO in lieu.

1405. ACCUMULATION AND USE OF COMPENSATORY TIME OFF

The maximum accumulation of CTO for eligible employees shall be one hundred fifty (150) hours.

Use of accumulated CTO shall be at a time mutually agreeable to the appointing authority and the employee; whether to use accumulated CTO for authorized leaves shall be at the discretion of the employee.

Employees may cash out CTO at any time subject to the approval of the appointing authority.

Upon employment separation, any employee with accumulated CTO shall have it paid off at the base hourly rate at the time of separation.

SECTION 15: GRIEVANCE PROCEDURE

1501. INTENT

It is the intent of this procedure to provide for an orderly and equitable procedure for the resolution of misunderstanding and disputes between the County and its Unrepresented Employees. The County prohibits retaliation against any employee because of the employee's grievance under this Section or because of their good faith participation in any grievance related investigation proceeding, or hearing.

For purposes of this Section, a grievant is an employee who is filing a grievance or two (2) or more employees who have essentially the same grievance within the timelines prescribed herein and who, if approved by the Director of Human Resources or designee, submit their combined grievances as one (1) grievant.

1502. INFORMAL DISCUSSION

Every effort should be made to settle grievances, performance issues, and related disputes at the lowest level of supervision possible. If an employee has a complaint relating to a work situation, the employee is encouraged to request a meeting with their immediate supervisor to discuss the problem in an effort to clarify the issue and to work cooperatively toward settlement.

1503. SCOPE OF GRIEVANCES

A grievance is a claimed violation, misapplication, or misinterpretation of the provisions of this Resolution or employee protections contained in ordinances, resolutions, written Personnel Rules or written policies, adversely affecting an employee's wages, hours, or conditions of employment.

Specifically, excluded from the scope of grievances are:

- 1) Subjects involving the amendment or change of Board of Supervisor's resolutions and ordinances, which do not incorporate the provisions of this Resolution or other employee protections contained in ordinances, resolutions, personnel rules, or written policies.
- 2) Discrimination complaints that allege violations of equal employment opportunity laws or employment discrimination. Such complaints shall be processed pursuant to the E-5 Board of Supervisors Policy Prohibiting Discrimination,

Harassment, and Retaliation, and Reporting and Complaint Procedures.

- 3) Appeals of the Reduction in Force Policies, which fall under the appeal process contained within that policy.
- 4) Appeals of disciplinary actions resulting in termination, demotion, or suspensions without pay. Such appeals shall be processed pursuant to the County's Civil Service Appeal Procedure.
- 5) Internal department operational policies and procedures that determine the methods, processes, means, and places of providing services, except as those policies affect the terms and conditions of employment.

1504. GRIEVANCE PROCEDURE

The grievance procedure shall consist of the following steps, each of which must be completed prior to any request for further consideration of the matter unless waived by mutual consent or as otherwise provided herein. If the Director of Human Resources or their designee determines the preceding level reviewing authority does not have the authority to resolve their grievance, the grievant may submit the grievance to the level of authority capable of resolving the grievance, up to and including the Director of Human Resources. An email may serve as a formal submission, provided an automated away message shall delay the effective date of submission until the date of return identified in the automated response.

- (a) The employee shall prepare a written grievance within twenty-five (25) working days of the incident or occurrence giving rise to the complaint. The employee shall submit the grievance to the immediate supervisor and appointing authority or designated manager. The grievance shall set forth the facts at issue and identify the provision of this Resolution or section of written policy, rule, resolution, or ordinance that the employee feels has been violated; the time of the occurrence of any alleged incident or violations precipitating the grievance; and the requested remedy.
- (b) The appointing authority or designated manager shall conduct such meeting(s) with the employee and investigate the grievance as is appropriate in the appointing authority's judgment. The appointing authority or designated manager shall deliver to the grievant a written decision within twenty (20) working days of receipt of the grievance. If the grievance is denied, the reasons for denial shall be included in the response.
- (c) If the appointing authority or designated manager's written response does not resolve the grievance and the grievant wishes to appeal the appointing authority's decision, the grievant, within five (5) working days, shall submit the grievance to the Director of Human Resources or their designee. The Director of Human Resources designee shall not be from the same department(s) where the grievance arose.

The Director of Human Resources or designee shall conduct such meeting(s), and/or investigations as are appropriate in their judgment and deliver to the grievant a written decision within twenty (20) working days. If the grievance is denied, the reasons for the denial shall be included in the response.

1505. ARBITRATION

- (a) If the Director of Human Resources' written response to the grievant fails to resolve the grievance, the grievant may submit the grievance to arbitration for resolution. The decision of the arbitrator is final and binding on all parties, subject to ratification by the

Board of Supervisors if the decision requires an unbudgeted expenditure.

- (b) The grievant and the Director of Human Resources shall attempt to mutually agree on an acceptable arbitrator for the dispute. If no agreement can be reached on an arbitrator within five (5) working days, a list of seven (7) names from the California State Conciliation and Mediation Service shall be obtained. The parties shall alternately strike names until only one name remains, which name shall be the arbitrator in the dispute. The party to strike the first name shall be chosen by lot.

The arbitrator shall have no power to add to, subtract from, alter, modify, or go beyond the applicable provisions of this Resolution.

- (c) Upon mutual agreement, in lieu of arbitration, the parties may determine to submit the matter to the Civil Service Commission for final resolution, subject to ratification by the Board of Supervisors if the decision requires an unbudgeted expenditure.

1506. BASIC RULES

- (a) Costs – All costs of arbitration or Civil Service Commission incurred jointly by both parties to the final resolution process shall be borne equally by the parties. Costs incurred separately shall be borne by the party incurring them.
- (b) Time Limits – If a grievant fails to carry their grievance forward to the next level within the prescribed time period, the grievance shall be considered settled based upon the decision rendered at the most recent step utilized. If the appointing authority or designated manager fails to respond with a written decision within the given time period, the grievant may appeal their grievance to the next higher level. Time limits may be waived by mutual written consent of the parties.
- (c) Representation – The grievant may be accompanied by one other County employee of their choice at the informal discussion level of this procedure. At the formal and final stages of this grievance procedure, an employee may be represented by a person selected by the grievant.
- (d) Release Time – The grievant may take reasonable County time without loss of pay to prepare their grievance and meet with County representatives regarding the grievance. Other employees assisting or representing the grievant shall do so on their own time.

SECTION 16: LAYOFF AND DEMOTION PROCEDURES UPON REDUCTION IN FORCE

The following Reduction in Force Policy is hereby included as a part of this Resolution. Such inclusion, however, shall not provide avenues of appeal beyond those contained in this Section. This Reduction in Force Policy does not apply to employees who are covered by the Reduction in Force procedure defined in the California Administrative Code, Title 2, Division 5, Local Agency Personnel Standards.

1601. POLICY

At the discretion of the Board of Supervisors, a reduction in the County's work force may be initiated for any lawful reason. Insofar as possible, a reduction in force may be

accomplished by attrition. When it is determined by the Board of Supervisors that attrition will not provide sufficient relief for the condition warranting a reduction in the number of County employees, the Board of Supervisors may direct a specific layoff by classification, number of employees, and department(s) pursuant to this Reduction in Force Policy.

1602. PROCEDURE FOR PERMANENT LAYOFFS

Reduction in force occurs when the Board of Supervisors by resolution amends the Authorized Personnel Allocation Resolution and/or adopts a Proposed or Final Budget that deletes specific positions by classification from a department.

The Department of Human Resources, with the assistance of the affected department, determines the individuals to be laid off for the initial classification in which a layoff is to occur and for succeeding lower level classification(s) if displacement by demoting in lieu of layoff is anticipated in accordance with this Section based on employee retention points. A list of the classifications in which positions have been deleted along with the names and total retention points of employees in those classifications shall be posted in the affected department. It is the appointing authority or their designee's responsibility to ensure posting.

1. Layoffs and displacements are made within the department involved and are not County-wide.
2. Written notice of layoff shall be served on affected employees in person or by United States Postal Service (USPS) Priority Mail to the last address on file with the Department of Human Resources. Notice will be served or mailed no later than thirty (30) calendar days prior to the effective date of separation. The thirty (30) calendar days shall include the effective date and the date served. Notice shall be deemed served upon the USPS proof of service.
3. The written layoff notice shall include the effective date of the separation (layoff); the reason(s) for the layoff; displacement rights, if any; rehire or restoration rights; and the appeal rights. Such notice shall also set a specific deadline of not less than five (5) working days after service of the notice for when the affected employee must notify the Department of Human Resources that they will be exercising their displacement rights.

1603. ORDER OF LAYOFFS

Layoffs will be determined based on an inverse order of retention points computed as per provisions listed below by the classification within the individual department. Any required reduction in the number of employees shall be in the following order within the same classification:

1. Extra Help, Limited Term, and provisional
 2. Probationary employees serving an initial probationary period
 3. Regular civil service status full-time and part-time employees
- (a) Longevity - A full-time employee shall receive one (1) point for each full month of continuous service as a regular County employee in their classification. Time spent in other classifications which are at the same or higher rate of pay based upon the current salary plan applicable at the time of the layoff and which the employee occupied shall be included in the service time in the affected classification. This includes probationary time. Part-time employees shall receive a proportional amount of longevity points

based upon the number of hours worked. Less than a full month of service shall be prorated. It does not include previous employment; interruptions caused by resignation, dismissal, or transfer from/to Extra Help status; or disciplinary actions as defined in (b) below. It does include periods covered by authorized leaves of absences and such service accrued before a previous layoff.

- (b) Performance/Disciplinary Action - An employee who receives an involuntary demotion as a disciplinary action will have twelve (12) points deducted from that employee's retention points. An employee who receives a suspension will have one (1) point per day of suspension deducted from the employee's retention points, with a maximum deduction of twelve (12) points. This will sunset after three (3) years from the effective date of the action, and the lost retention points will be restored to the employee.
- (c) Flexibly-staffed Classifications - Classifications that are budgeted as flexible classifications (e.g., Office Assistant I/II), as stated in the Personnel Allocation Resolution, shall be treated as one classification for purposes of determining retention points.
- (d) Ties - In cases where two or more employees are tied with the same number of retention points, the following factors shall be considered in order for the purpose of breaking the tie: 1) total County of El Dorado service (including County of El Dorado service prior to the most current period of employment); 2) letters of reprimand; and 3) appointing authority determination. Letters of reprimand will be considered as a tie breaking criteria for up to three (3) years from the date of issuance.
- (e) Volunteers for Layoff - An employee who occupies a position within a class within a department affected by a layoff and/or displacement may volunteer to be laid off in place of another employee who has fewer retention points and who would otherwise be laid off. Such employee shall be entitled to the same rights and restoration privileges as other employees in accordance with this Section.

1604. LAYOFF PRIVILEGES

The following are the options open to affected individuals in each layoff instance:

- (a) Displacing into a Lower Classification - An employee affected by layoff may, at the employee's discretion, in lieu of layoff, displace an employee in a classification previously held by the employee. Retention point computation for displacement purposes is made in the same manner as the original layoff. This is considered a voluntary demotion.

Restoration - Restoration shall be in inverse order of layoff. Names of employees with regular civil service status who have been laid off will be placed on an appropriate restoration list for their classification and department in order of retention points. The list will extend for a period of two (2) years. Employees shall also have restoration rights to a classification which has been replaced by a reclassification of the classification which the person previously had civil service status, provided that the duties have remained essentially the same. This list shall be maintained in the Department of Human Resources. This includes employees taking voluntary demotions in lieu of layoff who shall be placed on a restoration list for the classification from which they were reduced. Three (3) refusals to accept restoration to a position within twenty five (25) miles from the geographical location of the position from which the employee was laid off from a departmental layoff list will remove the eligible

individual's name from that list.

- (b) A person notified of an offer of restoration must respond within ten (10) working days from the proof of service date. Offers of reemployment shall be sent by USPS Priority Mail to the last address on file in the Department of Human Resources. It is the employee's responsibility to ensure that a current address is provided to Department of Human Resources.
- (c) Transfer and Demotion - Employees to be laid off may be permitted to transfer or demote at the discretion of the appropriate appointing authority(s) prior to the layoff effective date. Transfer or demotion may be made to any funded vacant position where the employee meets the minimum qualifications. However, transfer will not be permitted to a position in another County department if a departmental layoff list exists for that classification. When an employee transfers or demotes in accord with provisions of this Section and is required by the appointing authority or their designee to complete a new probationary period, which results in the employee's rejection during probation, the employee shall not be required to forfeit the employee's status on any layoff list.
- (d) Placement in Other Departments - In accordance with rules on order of layoff, an employee who shall be laid off shall have a right to be placed in a vacant position in the same classification in another department which the department has determined to fill. Referral to vacant positions shall be offered based upon the inverse order of layoff. The new appointing authority shall have up to one hundred twenty (120) days to evaluate the employee's performance. If the appointing authority determines that the employee's performance does not meet job standards, the employee will be returned to the layoff list. The employee will, in accordance with the rules on restoration, be eligible for placement in another vacant position in the same classification which a department has determined to fill, according to the provisions above.
- (e) Separation from County Service - Employees who are to be laid off have the option of leaving County service rather than displacing in a lower class, transferring or demoting. In the event an employee is laid off for an indefinite period, the employee may, upon request, receive payment for those benefits normally given to terminated employees.
- (f) Employment Interviews - Appointing authorities who are referred the names of individuals designated for layoff and who have requested transfers shall ensure that such persons are provided an employment interview.
- (g) Status on Restoration - An employee who has been laid off or voluntarily reduced under the provisions of this Section and subsequently restored in their former classification within a two (2) year period from the date of layoff or voluntary reduction shall receive the following considerations and benefits:
 - 1. All sick leave credited to the employee's account when laid off shall be restored, unless the employee received compensation for such sick leave at the time of the layoff.
 - 2. All retention points held upon layoff shall be restored.
 - 3. All prior service shall be credited for the purpose of determining sick leave and vacation earning rates, longevity pay increases, and time in step.

4. The employee shall be placed at the step of the salary range that was held at the time of the layoff.

1605. DEVIATION FROM RETENTION POINTS

The Board of Supervisors may approve deviations from the order of layoff by retention points or demotions in lieu of layoff (bumping) when retention points order alone would result in retaining employees unable to maintain a satisfactory level of performance in the department affected. In such cases, the appointing authority or their designee shall fully justify and document the reasons therefore. The affected employees shall be provided a written notice of the department's request, reasons therefore and the date the Board of Supervisors shall consider the department's request.

1606. APPEAL OF LAYOFF

(a) Right of Appeal

1. Regular civil service employees receiving a notice of layoff shall have the right to appeal solely on the issue of whether or not there was compliance with the procedures prescribed in this Section.
2. The right of appeal is limited to the scope and process provided in this Section.
3. The scope of any appeal shall not include such issues as the need for layoff, the reasons for layoff, or the exercise of other County prerogatives involved in layoff.

Probation, Provisional, Temporary, Limited Term, and Extra Help Employees have no right of appeal of a notice of layoff. Questions and disputes regarding civil service status shall be determined by the Civil Service Commission in accordance with their rules, regulations, and procedures.

(b) Notice and Timing of Appeal

1. Appeals shall be filed in writing with the Director of Human Resources or their designee.
2. Appeals shall be filed within five (5) working days after the USPS date of service of the notice of layoff as provided in Section 1602.

The notice of appeal shall state the employee's reasons for the appeal consistent with this Section.

(c) Responsibilities of the Director of Human Resources

The Director of Human Resources or their designee shall within five (5) working days of receipt of an appeal, determine which employees, if any, will be adversely affected. Human Resources will notify all employees potentially adversely affected of the appeal within five (5) working days of receipt of the appeal.

(d) Layoff Arbitration Panel

A tripartite Layoff Arbitration Panel shall be appointed to hear all appeals having the same effective date for layoff.

1. Appeals shall be heard by the tripartite Layoff Arbitration Panel consisting of:
 - i. The Director of Human Resources or their designee.
 - ii. The Chief Administrative Officer or their designee.

- iii. A neutral department head.

The Layoff Arbitration Panel shall convene and open the hearing within fifteen (15) working days of the initial filing of the appeal.

(e) Hearing Process

1. The employee filing the appeal and all other potentially affected employees will be notified of the date, time, and place of the hearing not less than two (2) working days in advance of the hearing.
2. The neutral member shall serve as Chair of the Layoff Arbitration Panel.
3. The hearing shall be conducted in accordance with standard administrative hearing procedures used by the Civil Service Commission.
4. In addition to hearing such evidence and witnesses as the parties, including any employees potentially affected by the appeal, may call, the Layoff Arbitration Panel may question witnesses and call such witnesses as they deem appropriate.

(f) Decision

1. The Layoff Arbitration Panel shall issue their written decision within two (2) working days of closing the hearing.
2. The decision of the Layoff Arbitration Panel shall be final and binding on all parties.

SECTION 17: CLOSURE OF COUNTY BUILDINGS

- (a) The Chief Administrative Officer or their designee shall determine when County facilities shall be temporarily closed in an emergency.
- (b) The County does not determine when non-County facilities may close. Employees scheduled to work at a closed non-County facility may be re-assigned to work at a County facility in the same geographic area, or to telework if the employee has a current Telework Agreement, during a non-County facility closure. Employees who have been reassigned to a County-facility or to telework, shall receive their regular pay for that scheduled shift(s). If the County is unable to re-assign the employee, the employee will be paid for the scheduled shift(s) pursuant to subsections D and E.
- (c) Employees whose buildings have been temporarily closed may be re-assigned to work sites in the same geographic area, or to telework if the employee has a current Telework Agreement, and shall receive their regular pay for that scheduled shift.
- (d) Regular County employees scheduled to work but who are directed not to report to work or who are sent home from work due to the closure of their work site under this Section, shall receive their regular pay for that scheduled shift. An employee shall not receive regular pay pursuant to this Section if the employee does not report to work due to any circumstance when there has not been a County directive closing the employee's worksite.

- (e) 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).
- (f) Confidential Non-Exempt Employees - During a temporary closure of County buildings, those regular employees who are still required to come to work at a closed County building to provide essential services as determined by the Chief Administrative Officer, will receive premium compensation at one and one-half (1 ½) times the employee's base hourly rate of pay for those hours actually worked during the designated closure. Employees re-assigned to work at an open County facility in the same geographic area, or to telework if the employee has a current Telework Agreement, pursuant to subsections B and C above, shall not be eligible for this pay.
- (g) 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, or where the employee is re-assigned to telework but cannot, for any reason, telework, the employee may at their request utilize accumulated vacation and/or CTO 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 compensated for the time it takes to get from the employee's ordinary work site to the alternate work site and will be paid for mileage in accordance with the County's established rate.
- (h) For purposes of this Section, geographical area is generally defined as:
 1. Tahoe Basin
 2. Western Slope

SECTION 18: PROBATIONARY PERIODS: UNREPRESENTED EMPLOYEES

1801. APPOINTED DEPARTMENT HEADS AND ELECTED DEPARTMENT HEADS

Appointed Department Heads serve at the will and pleasure of the Board of Supervisors and, as employees exempt from civil service, do not serve probationary periods.

Elected Department Heads, Limited Term, and Extra Help do not serve probationary periods.

1802. OTHER UNREPRESENTED EMPLOYEES

Administrative Management and Confidential Employees serve a twenty-six (26) full pay period probationary period from the date of appointment to a specific single classification, except as otherwise provided under the Personnel Rules.

1803. EXTENSION OF PROBATIONARY PERIOD

An Unrepresented Employee who is subject to a probationary period shall have their individual probationary period extended commensurately by each hour an employee is on authorized leave for more than ten (10) consecutive work days. Leaves include, but are not limited to, vacation, sick leave, compensatory time off, and leaves without pay, including leaves granted under the Family Medical Leave Act, California Family Rights Act,

Pregnancy Disability Leave, Americans with Disabilities Act, and Workers' Compensation Laws. Employees who request and receive a temporary modified duty assignment due to medical conditions such that they are not performing the essential job functions of their position shall have their probationary period extended for each hour of such modified duty assignment. Nothing herein is intended to prevent the appointing authority from extending a probationary period one time for a period not to exceed thirteen (13) pay periods to ensure that an employee has demonstrated all of the necessary skills and traits to successfully pass probation for the job classification.

SECTION 19: NEPOTISM

1901. EXTRA HELP ELECTIONS EMPLOYEES

Notwithstanding any contrary provisions of the Personnel Rules regarding Nepotism, the employment of Extra Help Employees within the County's Elections Department who are related to employees within the same supervisory unit of the Elections Department to which the Extra Help Employee is assigned is allowed to the extent that i) such appointment is limited to sufficiently staffing special events pertaining to the election cycle, ii) such appointees will not have ongoing duties/work hours outside the scope and duration of such special events, and iii) no employee shall be in the direct line of supervision with a relative. The terms "direct line of supervision" and "relative" shall be as defined by the Personnel Rules.

SECTION 20: SUPERVISOR'S ASSISTANT

Supervisor's Assistant, defined by the County Charter as "any person holding a confidential position to each member of the Board of Supervisors," (i) is in the unclassified service and does not hold regular status, and (ii) serves at the pleasure of the appointing member of the Board of Supervisors, except as set forth below.

- (a) A person may be appointed to an at-will Supervisor's Assistant position for an individual member of the Board of Supervisors pursuant to the Personnel Rules.
- (b) An incumbent can be terminated at any time without cause and without the opportunity to appeal, (i) by the appointing member of the Board of Supervisors or (ii) with a 4/5 vote by the Board of Supervisors.