



RESOLUTION NO. 323-2001
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
AND THE BOARD OF DIRECTORS
OF THE EL DORADO COUNTY WATER AGENCY

WHEREAS, in accordance with the El Dorado County Charter Section 210.a(6), the Board of Supervisors shall establish the compensation of officers and employees; and

WHEREAS, the Board of Supervisors has previously established and amended a Salary and Benefits Resolution for Unrepresented Employees; and

WHEREAS, the Board of Supervisors has authorized changes in salaries and benefits for represented employees which have been incorporated into respective Memorandum of Understanding; and

WHEREAS, it is necessary to ensure consistency in salary relationships and some benefits and so as not to disadvantage Unrepresented Employees; and

WHEREAS, staff has met with unrepresented administrative management and unrepresented confidential employees;

THEREFORE, BE IT RESOLVED that, except for classes which receive salary increases pursuant to Charter 504 and associated classes, the Board of Supervisors and the Board of Directors authorize a 3.5% cost of living increase to unrepresented classes effective the first day of the first full pay period in July 2002, i.e. the same cost of living increase negotiated for represented employees; and

BE IT FURTHER RESOLVED that the Board of Supervisors approve the changes specified below and incorporate such changes into the Salary and Benefits Resolution No. 345-2000, as previously amended, and such changes become effective December 15, 2001 unless specified otherwise herein.

605. **SALARY STEP ON PROMOTION**

- A) **Salary on Promotion** - An employee who is appointed to a position in a class allocated to a salary range for which the top step is higher than the top step of the class which the employee formerly occupied, shall receive the nearest step within the new salary range which shall not be less than five percent more than his/her former salary step, provided, however, that in no case shall the increased salary be more than the top step in the new range.

The effective date of a promotion shall be the first day of the first full pay period following the appointment.

The employee's anniversary date for future merit salary step increases shall be based upon the effective date of the promotion.

If a promotion occurs on the same day a salary step increase is due and approved, the salary step increase shall be computed first and subsequently the increase due to promotion.

- B) **Advanced Salary Upon Promotion** - ~~Notwithstanding the above,~~ Upon promotion of an employee from a position for which the County pays the full contribution or a portion of the employee contribution to PERS to a position for which the employee pays the employee contribution to PERS, such employee shall be placed at a salary step in the higher salary range which is closest to and provides an increase in compensation of no less than 5% above the combined former salary step and employee-paid PERS contribution. In no case shall the salary step placement exceed the top step of the new range.

Notwithstanding the above, upon promotion of a full-time or part-time employee to a management or confidential position, the appointing authority may recommend to the Chief Administrative Officer that the person being promoted shall receive one additional step beyond which the employee is entitled, but which in no way exceeds the top of the range.

704.

SALARIES - SHERIFF MANAGEMENT CLASSES

Salaries for the classes of Sheriff's Captain, Sheriff's Lieutenant, Undersheriff, ~~Assistant Sheriff,~~ and Sheriff or other Unrepresented classes, ~~including Assistant Coroner,~~ affected by Measure N, Charter Section 504, shall be set in accordance with Measure N, Charter Section 504, for each calendar year under the following method:

If January 1 falls in the first week of a bi-weekly payroll period, the salaries for the calendar year just beginning shall be effective with the first of that payroll period.

If January 1 falls in the second week of a bi-weekly payroll period, the new salaries shall begin at the start of the payroll period which follows the one in which January 1 is contained.

In addition, the classifications of Chief Investigator (D.A.) and Sheriff's Director of Administrative Services shall maintain approved internal salary relationships with classes cited above in this Section 704.

1006.

ADMINISTRATION OF SICK LEAVE

Each department head is charged with the responsibility of administering sick leave within their department. Employees upon return to work may be required to submit a sick leave request form or record of sick leave use to his/her department head for approval. Departments may request information in order to aid in the determination of whether the sick leave use is legitimate. A department head may require a physician's statement or acceptable substitute from an employee who applies for sick leave, or make whatever reasonable investigation into the circumstances that

appears warranted before taking action on a sick leave request.

Departments may require a prescribed affidavit or medical report form. When an employee is absent for longer than ~~ten (10)~~ fifteen (15) consecutive working days, the employee ~~may~~ will be required to submit a statement from the employee's physician releasing the employee for normal duty.

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

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

1103. **SPECIAL LEAVE**

Effective December 15, 2001, except as specified in Section 1104 below, each full-time Unrepresented Confidential employee will receive up to ~~sixteen~~ thirty-two (32) hours of additional leave in pay period 01 of each year. ~~Eligible employees will receive up to eight (8) hours of special leave the first pay period in July 1999.~~ Part time employees shall receive this special leave time on a prorated basis. 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. An employee shall not be entitled to payment for any unused leave under this section.

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

- A) Effective December 15, 2001, Unrepresented Confidential employees who are designated as exempt employees under the Fair Labor Standards Act and who are not entitled to overtime compensation shall receive ~~forty (40)~~ fifty-six (56) hours of leave in pay period 01 of each year in lieu of Special Leave provided under Section 1103. Part-time employees in this category shall receive a prorated share of this leave based upon their ongoing work schedule.

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

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

1204 WORKERS' COMPENSATION FOLLOW-UP DOCTOR VISITS

Employees who return to work and are receiving Workers' Compensation benefits and have follow-up doctor's 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 48 hours.

1401. PERS CONTRIBUTION

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

1402. LONGEVITY PAY

- E) **Management Employees** - A regular full-time or part-time Unrepresented Management employee or Elected Department Head shall, for all hours in pay status, be paid longevity pay for continuous service with the County as follows:

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

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

For Unrepresented Administrative Management employees, longevity pay increases shall be based upon continuous service with the County in an allocated position and shall be effective on the first day of the biweekly pay period following completion of the required period of service.

Effective August 14, 1999 and subject to verification by the Department of Human Resources, longevity pay entitlements for Elected and Appointed Department Heads

shall be based upon total service with the County of El Dorado and prior related professional service with any city or county.

Effective January 15, 2000 and subject to verification by the Department of Human Resources, longevity pay entitlements for the class of Assistant Sheriff shall be based upon total service with the County of El Dorado and prior related professional service with any city or county.

- B) The Sheriff and employees in Sheriff's Management classes may receive longevity pay pursuant to Section 1402.A or may receive certificate pay as follows:

Intermediate POST certificate	2.5 5% of base salary
Advanced POST certificate	5 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*

*Represents total amount of certificate pay granted; amount shown is not cumulative.

During the month of January 2002, the Sheriff and employees in Sheriff's management classes shall be eligible to make a one-time change from their current selection of either longevity pay or certificate pay. Additionally, within thirty (30) days after promotion into a management classification, an employee shall make a one-time selection to receive either longevity pay or certificate pay. Once the Sheriff or employee selects longevity pay pursuant to 1402.A or certificate pay pursuant to 1401.B, no further change may be made.

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

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

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

<u>After 10 years</u>	<u>5% of base salary</u>
<u>After 15 years</u>	<u>7.5% of base salary*</u>
<u>After 20 years</u>	<u>10% of base salary*</u>

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

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

1403. TAHOE EMPLOYMENT DIFFERENTIAL

Except for Elected Officials, Unrepresented full-time Management and Confidential employees whose primary work location is in the Tahoe Basin shall receive a total of forty-six dollars and fifteen cents (\$46.15) bi-weekly; Unrepresented part-time Management and Confidential employees shall receive a bi-weekly total of twenty-three dollars and eight cents (\$23.08). Effective the beginning of the first full pay period in January 2001, the Tahoe differential premium shall increase to a total of \$69.23 per biweekly pay period. Unrepresented part-time management confidential employees shall receive a biweekly total of \$34.62. Effective the beginning of the first full pay period in January 2002, the Tahoe differential premium shall increase to a total of \$80.77 per pay period. Effective the beginning of the first full pay period in January 2003, the Tahoe differential premium shall increase to a total of \$92.30 per pay period. Employees working twenty (20) hours or less in a week shall receive half this amount. Extra Help employees shall not be eligible for the provisions of this Section 1403.

1405. DEPUTY DISTRICT ATTORNEY ON-CALL PAY

The District Attorney may assign an employee in the classes of Deputy District Attorney II/III/IV, Assistant District Attorney or Chief Assistant District Attorney 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.

"On-call" is an assigned duty outside the normal work week assignment during which an employee must remain where the employee can be contacted by telephone or pager and is ready to immediately respond to perform an essential service for the department.

An employee in the classes defined above who is assigned on-call duty shall be compensated at the rate of \$196.80 per weekly assignment of such duty.

This differential shall only apply when an eligible employee is in paid status for a majority of their assigned hours in a pay period.

1411. SHIFT DIFFERENTIAL

A Confidential employee who is assigned to work and actually works a regular shift that begins at or after 2 p.m. and prior to 10 p.m. shall receive an additional fifty cents (\$.50) per hour over their regular rate of pay for all hours actually worked and overtime hours actually worked during the shift.

A Confidential employee who is assigned to work and actually works a regular shift that begins at or after 10 p.m. and prior to 5 a.m. shall receive an additional seventy-five cents (\$.75) per hour over their regular rate of pay for all hours actually worked and overtime hours actually worked during the shift.

Extra Help employees in classifications which are represented by a recognized employee organization shall be entitled to receive shift differential in accordance with the provisions in the Memorandum of Understanding for the respective classification. Extra help Snow Removal Workers shall be entitled to receive shift differential in accordance with the provisions of the Memorandum of Understanding for the Highway Maintenance II classification.

1412. **BILINGUAL DIFFERENTIAL**

When a department head designates in writing that an Unrepresented employee must utilize bilingual skill as a required component of the employee's job duties and necessary in the delivery of County services, the employee will be paid a bilingual differential of ~~50¢~~ \$1.00 per hour for all hours in pay status excluding overtime. The bilingual differential shall be paid for bilingual proficiency in Spanish, Sign Language, or any language determined by the department head in writing as necessary to provide primary services to the public. In order to be eligible to receive such differential, an employee must demonstrate a language proficiency acceptable to the department head, as certified in writing to the Director of Human Resources. Written authorizations shall be reviewed ~~and renewed annually~~: periodically.

This differential shall only apply when an eligible employee is in paid status for a majority of their assigned hours in a pay period.

1415. **DEFERRED COMPENSATION CONTRIBUTION**

The County will make a contribution to deferred compensation (457 Plan) accounts on behalf of participating department heads in the amount of 10% of the amount contributed by the employee and the County during the prior calendar year not to exceed \$800.

Effective January, 2001, the County will make a dollar for dollar matching contribution to deferred compensation (457 Plan) accounts on behalf of participating Administrative Management employees in an amount not to exceed \$400 of the annual contribution by the employee during the prior calendar year.

In addition to that provided above, effective January 2003, the County will provide up to 2.5% of base salary to deferred compensation for unrepresented management employees and unrepresented attorneys. The methodology for implementation will be developed during the calendar year 2002.

A person who separates from employment with the County prior to the County making its contribution in January of each year shall receive a commensurate contribution to the employee's deferred compensation account based upon contributions made up to the date of separation and in accordance with the provisions set forth in this section.

1417. **BUILDING DEPARTMENT CERTIFICATION PROGRAM**

- A) The County shall provide a certification program for all eligible unrepresented Building Department employees. Compensation for possession of one or more valid certificates as specified below, provided, however, no employee may receive more than \$200 per month, for possession of any or all of the following certificates on a quarterly basis.

The titles of the certificates as well as the issuing organization and compensation are as follows:

ICBO	Building Inspector Certificate	\$25.00 or
ICBO	Combination Inspector Certificate	\$50.00
ICBO	Combination Dwelling Inspector Certificate	\$25.00
ICBO	Combination Light Commercial Inspector Certificate	\$50.00
IFCI	Uniform Fire Code Inspector Certificate	\$25.00
CEC	Energy Plans Examiner Certificate	\$25.00
ICBO or IAPMO	Plumbing Inspector Certificate	\$25.00
ICBO or IAPMO	Mechanical Inspector Certificate	\$25.00
ICBO	Electrical Inspector Certificate	\$25.00
ICBO	Plans Examiner Certificate	\$50.00
CABO	Building Official Certificate	\$75.00
ICBO	Reinforced Concrete Special Inspector Certificate	\$25.00
ICBO	Prestressed Concrete Special Inspector Certificate	\$10.00
ICBO	Structural Masonry Special Inspector Certificate	\$25.00
ICBO	Structural Steel/Welding Special Inspector Certificate	\$25.00
ICBO	<u>Permit Technician</u>	<u>\$25.00</u>
AACE	<u>Code Enforcement Officer</u>	<u>\$25.00</u>

Note: Dollar amounts represent monthly amounts for certification listed.

ICBO = International Conference of Building Officials

IAPMO= International Association of Plumbing and Mechanical Officials

IFCI = International Fire Code Institute

CEC = California Energy Commission

CABO = Council of American Building Officials

SCACEO = So. California Code Enforcement Official

AACE = American Association of Code Enforcement

- B) Proof of a valid certificate shall be accomplished by providing the actual certificate or an official notification letter from the certifying agency stating that the employee has successfully passed the examination for that certificate. Current employees shall not be eligible for retroactive payment of certification pay, but only shall become eligible for the additional compensation effective the first of the month in which acceptable proof is submitted to the County.
- C) Eligibility for compensation under this program will cease on the date specified on the certificate or upon such date the issuing agency withdraws, decertifies, or terminates such certificate, unless proof of successful passage of the certification renewal examination is provided to the County. If compensation is terminated for any of the foregoing reasons, eligibility will be reinstated only upon proof of renewal of certification, and then only on the first of the month following the month in which

the renewal certification is provided.

1418. **CERTIFIED PUBLIC ACCOUNTANT (CPA) INCENTIVE**

Persons elected to the office of Treasurer/Tax Collector or Auditor-Controller who are Certified Public Accountants shall receive a differential of ten percent (10%) of base salary for possession of such certification.

Effective December 29, 2001, an Unrepresented employee in the classes of Accountant, Senior Accountant, Accountant Auditor, Supervising Accountant, Auditor, Cost Accountant, Administrative Services Officer, Fiscal Administrative Manager, Accounting Division Manager or directly related classes which are charged with performing professional accounting responsibilities and who are Certified Public Accountants shall receive a differential of 10% of base salary for possessing such certification.

SECTION 15 INSURANCE PLANS

1501. **OPTIONAL BENEFITS PLAN**

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

- A) **El Dorado County Health Care Account** - Eligible Management and Confidential employees may elect to receive medical and dental benefits under the County Optional Benefits Plan.
- B) **Supplemental Life Insurance** - An employee eligible under this section as defined in 1501 above may use the Optional Benefit Plan to purchase additional life insurance above that specified in Section 1502, subject to the provisions of the Optional Benefits Plan and respective life insurance plans.
- C) **Dependent Care** - An employee eligible under this section may use the Optional Benefit Plan for reimbursing dependent care expenses subject to the provisions of the Optional Benefit Plan.
- D) **Unreimbursed Health Care** - An employee eligible under this section may use the Optional Benefit Plan to establish an account for reimbursing uninsured health care expenses subject to the provisions of the Plan.
- E) **Cash** - An employee eligible under this section who has elected to receive the employee's optional benefit or portion thereof in cash, may receive cash, which is taxable income, subject to the provision of the Plan.

- F) **Part-time Employee** - An Unrepresented Management or Confidential part-time employee, who on December 31, 1989 is being provided with the full Optional Plan benefit as a full-time employee, shall continue to be eligible for the full Optional Benefit Plan benefit.

An Unrepresented Management or Confidential part-time employee who is hired on or after January 1, 1990, and whose regular work schedule as documented on the Payroll Personnel Form is between 64-79 hours per pay period, will be entitled to the same Optional Plan benefit for a full-time employee.

An Unrepresented Management or Confidential part-time employee who is hired on or after January 1, 1990, and whose regular work schedule as documented on the Payroll Personnel Form is between 40-63 hours per pay period, will be entitled to receive 75% of the Optional Plan benefit for a full-time employee.

An Unrepresented Management or Confidential part-time employee who is hired on or after January 1, 1990, and whose regular work schedule as documented on the Payroll Personnel Form is between 34-39 hours per pay period, will be entitled to receive 50% of the Optional Plan benefit for a full-time employee.

An Unrepresented Management or Confidential part-time employee who is hired on or after January 1, 1990, and whose regular work schedule is less than 34 hours per pay period shall not be eligible for participation in the Optional Benefit Plan.

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

1502. **COUNTY MEDICAL/DENTAL PLAN**

- ~~A) Effective the beginning of the plan year 2000, for each eligible Unrepresented Management and Confidential employee, the County shall make the contributions listed below towards the County's self-funded medical/dental plan. Any remaining costs shall be paid by the employee.~~

	Contribution through OBP/Pay Period	Supplemental County Contrib/Pay Period
Employee only	\$79.70	\$39.09
Employee + one	\$136.25	\$74.06
Employee + two	\$163.46	\$105.92

~~Effective the beginning of the plan year 2001, for each eligible Unrepresented Management and Confidential employee, the County shall make the contributions listed below towards the County's self-funded medical/dental plan. Any remaining costs shall be paid by the employee.~~

	Contribution through OBP/Pay Period	Supplemental County Contrib/Pay Period
Employee only	\$79.70	\$56.30
Employee + one	\$136.25	\$103.75
Employee + two	\$163.46	\$142.54

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

- B) Administrative Procedures - The County shall establish policies and procedures necessary to implement the Optional Benefit Plan.

1504. LIFE INSURANCE

The County shall provide a group term life insurance plan for each Elected Official, Unrepresented Management and Confidential employee whose ongoing regular work schedule as designated on the Payroll Personnel Form is at least 60 hours of work per pay period in the following amounts:

Department Heads & Elected Officials	\$60,000
Administrative Management	\$40,000
Confidential	\$20,000

As soon as feasible, the group term life insurance plan benefit for Unrepresented Confidential employees shall be increased from \$20,000 to \$30,000.

Accidental Death & Dismemberment coverage is included in this Plan.

1805. ACCUMULATION AND USE OF COMPENSATORY TIME OFF

The maximum accumulation of Compensating Time Off (CTO) for eligible employees shall be 120 hours. Effective December 29, 2001, the maximum accumulation shall be 150 hours.

Use of accumulated CTO shall be a time mutually agreeable to the appointing authority and the employee.

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

AND BE IT FURTHER RESOLVED that the Board of Supervisors modify the salary range for the following classes to become effective December 29, 2001 and, thereby, amend the El Dorado County Salary Schedule:

<u>JCN</u>	<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Unit</u>
0301	Deputy Director of Maintenance	30.90 5,356	32.45 5,625	34.07 5,905	35.77 6,200	37.56 6,510	UM
6135	Equipment Superintendent	23.68 4,105	24.86 4,309	26.10 4,524	27.41 4,751	28.78 4,989	UM
6132	Highway Superintendent	23.68 4,105	24.86 4,309	26.10 4,524	27.41 4,751	28.78 4,989	UM
6137	Traffic Superintendent	23.68 4,105	24.86 4,309	26.10 4,524	27.41 4,751	28.78 4,989	UM
1256	Chief Probation Officer	34.52 5,983	36.25 6,283	38.06 6,597	39.96 6,926	41.96 7,273	UD
1503	Sr. Risk Management Analyst	23.19 4,020	24.35 4,221	25.57 4,432	26.85 4,654	28.19 4,886	UM

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on 11th day of December 2001, ~~19x~~, by the following vote of said Board:

Ayes: SUPERVISORS: Rusty Dupray, Helen K. Baumann, Carl Borelli, Penny Humphreys, David A. Solaro

ATTEST
DIXIE L. FOOTE
Clerk of the Board of

Noes: None
Supervisors absent: None

By Margaret E. Moody
Deputy Clerk

Penny Humphreys
Chairman, Board of Supervisors 1

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE: _____

ATTEST: DIXIE L. FOOTE, Clerk of the Board of Supervisors of the County of El Dorado, State of California

By _____
Deputy Clerk