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## RESOLUTION No. 204-2003

### OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, in accordance with 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 of Unrepresented Employees which has established salary ranges for unrepresented employees; and

WHEREAS, the Board of Supervisors in 1999 amended Section 1402.1 to credit Department Heads with prior services with any city or county for the purposes of determining longevity pay, and amended Section 903 to credit Department Heads with prior service with any or county for the purposes of determining accrual of vacation leave, and

WHEREAS, these amendments also affected Executive Management employees; and

WHEREAS, the Board of Supervisors now wishes to eliminate the credit for prior service with other cities or counties for all classes of employees who were covered by the prior amendment, and

WHEREAS, the Board of Supervisors desires to review legal issues involving the deletion of these benefits for employees who currently receive them, and

WHEREAS, the Board of Supervisors desires to review the criteria for compensation of Department Heads,

NOW THEREFORE BE IT RESOLVED as follows:

1. Effective immediately, section 903 of the Salary and Benefits Resolution is hereby amended to delete "and prior related professional services with any city or county."
2. Effective immediately, section 1402.1 of the Salary and Benefits Resolution is hereby amended to delete "and prior related professional service with any city or county."

At the beginning of each quarter, Department Heads shall be paid for any vacation which is accrued above the 360 hour maximum.

**904. PROVISIONS**

Vacation leave shall be accrued from each eligible full-time or part-time employee's date of hire. Employees shall be entitled to use accrued vacation leave upon completion of two (2) full pay periods of continuous service. Upon termination of an employee's employment, for any cause, the employee shall be paid for any unused vacation hours accumulated, up to the maximum amount permitted to be accumulated. No employee shall receive any payment in lieu of vacation while remaining a County employee.

**905. VACATION SCHEDULING**

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

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

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

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

**906. DONATION OF VACATION**

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

**SECTION 14      SPECIAL PAYS**

**1401.      PERS CONTRIBUTION**

- 1401.1 Department Heads - Department Head employees shall pay the full 7% of employee contribution to PERS. The 7% employee contribution to PERS shall be made pursuant to IRS Section 414(h).
- 1401.2 Administrative Management Employees - Except as otherwise specified, the County shall pay the entire employees' PERS contribution; 7% of gross pay for Administrative Management employees or 9% of gross pay for the Correctional Lieutenant and Chief Investigator (D.A.) classifications.
- 1401.3 Confidential Employees - The County shall continue to pay the employee's entire PERS contribution (7% of the gross pay) for Unrepresented Confidential employees.
- 1401.4 Sheriff's Management Classifications - Sheriff's Management employees (Safety Unit) in the classifications of Sheriff, Undersheriff, Sheriff's Captain and Sheriff's Lieutenant shall pay the full employee portion of PERS contribution (9% of gross pay).

**1402.      LONGEVITY PAY**

1402.1 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.~~

1402.2 The Sheriff may receive longevity pay pursuant to Section 1402.1 or may receive certificate pay as follows:

Intermediate POST certificate	2.5% of base salary
Advance POST certificate	5.0% of base salary*
Executive POST certificate	15.0% of base salary*

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

Once the Sheriff selects longevity pay pursuant to 1402.1 or certificate pay pursuant to 1401.1, no further change may be made.

1402.3 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*

\* 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). Extra Help employees shall not be eligible for the provisions of this Section 1403.

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

**1404. MILEAGE REIMBURSEMENT**

An employee who is required to use the employee's personal vehicle for County business shall be reimbursed at the federal rate as determined by the Internal Revenue Service.

- 3. The deletion of these credits for those employees who currently receive them shall be effective the first full pay period in January 2004, unless otherwise directed by the Board of Supervisors.
- 4. The Interim Chief Administrative Officer is directed to report to the Board of Supervisors on September 9, 2003 on the criteria for compensating Department Heads, following consultation with other officials as appropriate.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 15th day of July, 2003, by the following vote of said Board:

Ayes: Supervisors Rusty Dupray, Helen K. Baumann, Charlie Paine, David A. Solaro

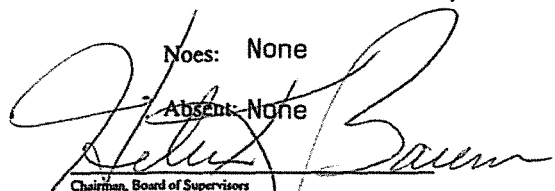
ATTEST

DIXIE L. FOOTE  
Clerk of the Board of Supervisors

By Cindy Keck  
Deputy Clerk

Noes: None

Absent: None

  
Chairman, Board of Supervisors  
**HELEN K. BAUMANN**

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