

SALARY AND BENEFITS  
RESOLUTION XXX-2018  
FOR UNREPRESENTED EMPLOYEES

Adopted November 7, 2017XXX

Repealing and Replacing Resolution No. ~~323-2004~~163-2017  
and all amendments thereto



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## **SECTION 1: TITLE AND EFFECTIVE DATE**

### 101. TITLE

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

### 102. EFFECTIVE DATE

Except as specified otherwise herein, the original effective date of this Resolution is the date of its adoption by the Board of Supervisors. 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Resolutions governing the terms and conditions of employment specified herein and contrary to these provisions, are superseded upon the original effective date of this Resolution.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 323-2001 and all amendments to Resolution 323-2001, including the following Resolutions: 008-2002, 091-2002, 133-2002, 328-2002, 132-2003, 204-2003, 042-2004, 195-2004, 286-2004, 350-2004, 041-2005, 158-2005, 247-2005, 344-2005, 151-2007, 240-2007, 51-2008, 006-2010, 007-2010, 128-2011, 166-2013, 180-2013, 089-2014, 138-2014, 235-2014, 236-2014, 093-2015, and 111-2017.

The provisions of this Resolution may be superseded in whole or in part by Resolutions adopted by the Board of Supervisors of El Dorado County. Each such superseding Resolution shall be effective on the first day of the County pay period next succeeding its adoption, unless such Resolution provides otherwise.

### 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 probationary employees, unrepresented employees who have achieved civil service status, and employees in the unclassified service. This Resolution applies only to "Unrepresented Employees" and Elected Officials specified in the Salary Schedule.

All Unrepresented Employees shall be governed by the provisions of the 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.

### **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. Employees in this classification 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. It does not include elected officials who administer departments. Employees in this classification 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 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.

306. CONFIDENTIAL EMPLOYEE

Confidential Employee shall have the same meaning as defined in the Personnel Rules.

307. ELECTED OFFICIALS

Elected Officials means those officers and employees in positions listed in the County Charter and the Salary Schedule as Elected Officials, union code EL. Employees in this classification are considered Management Employees.

308. MANAGEMENT EMPLOYEES

Management Employees means, for the purposes of this Resolution, unrepresented employees who occupy one of the following classifications: Elected Officials (EL), Appointed Department Head (UD), or Administrative Management (UM). Management Employees are responsible for formulation, administration, and/or implementation of County policies and/or programs.

309. PERSONNEL RULES

Personnel Rules means the Resolution adopted by the Board of Supervisors, pursuant to Section 501 of the El Dorado County Charter, and any amendments thereto or other resolutions replacing or superseding that resolution.

310. UNCLASSIFIED SERVICE

As defined in Personnel Rules, unclassified service means those positions of the County service identified in Section 502.1 of the County Charter as part of the unclassified service; persons serving under an extra help appointment; and any other position placed in the unclassified service by the Board of Supervisors in accordance with the Charter.

311. 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 Officials (EL), Appointed Department Heads (UD), Administrative Management (UM), Confidential Employees (CO), and extra help employees (excluding limited-term extra help) 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.

312. VETERAN

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

**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 section, all salary and related matters for Unrepresented Employees are governed by the Personnel Rules.



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) 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 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.

505. SALARY OF INTERNAL CANDIDATE ON PROMOTION

Upon promotion of an employee from a position for which the County pays the full CalPERS retirement contribution or a portion of the employee contribution 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 CalPERS retirement contribution. In no case shall the salary step placement exceed the top step of the new range.

506. CALPERS RETIREMENT PLAN BENEFITS

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

(b) Safety Tier 1 – Retirement benefits for employees hired prior to October 5, 2012 shall be calculated using the retirement formula of 3% @ 50, with Single-Highest Year Compensation.

(c) Miscellaneous Tier 2 – Retirement benefits for employees hired on or after October 5, 2012 shall be calculated using the retirement formula of 2% at 60, with Average of

Three –Year Final Compensation.

(d) Safety Tier 2 – Retirement benefits for employees hired on or after October 5, 2012 shall be calculated using the retirement formula of 2% @ 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% @ 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.

507. CALPERS RETIREMENT CONTRIBUTION

(a) Miscellaneous employees (except for Appointed Department Heads and Elected Officials) subject to Tier 1 and 2 shall pay 3% of the 7% employee portion of the CalPERS contribution; non-safety Appointed Department Heads and Elected Officials shall pay the entire 7% employee portion.

(b) Safety employees (except for Appointed Department Heads and Elected Officials) subject to Tier 1 and Tier 2 shall pay 4% of the 9% employee portion of the CalPERS contribution; the Undersheriff, safety Appointed Department Heads, and safety Elected Officials shall pay the entire 9% employee portion.

(c) Miscellaneous and safety employees, including Appointed Department Heads and Elected Officials, 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.

508. 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.

509. 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 his/her 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.

## **SECTION 6: DESIGNATED SALARIES**

### **601. SALARIES UNREPRESENTED EMPLOYEES**

Standard salary ranges shall be established and amended as set forth in Section 1303 of the Personnel Rules.

### **602. SALARIES/COMPENSATION - ELECTED DEPARTMENT HEADS**

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.

## **SECTION 7: HOLIDAYS**

### **701. SCHEDULED HOLIDAYS**

The County shall designate specific days as County holidays. Paid holidays shall be authorized for regular full-time, part-time, and limited term extra help employees only. Elected Officials are not eligible to receive paid scheduled holidays or floating 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 703)

## 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.

### 702. FLOATING HOLIDAYS

Regular and limited term extra help employees shall be entitled to up to sixteen (16) hours of floating holiday time in lieu of Lincoln's Birthday and Columbus Day. Regular part-time and limited term extra help employees shall receive this holiday time on a prorated basis proportionate to each employee's full time equivalence (FTE).

For continuing employees, sixteen (16) hours of floating holiday time will be credited in pay period 01 of each year. Newly-hired employees will be credited with floating holiday time on their hire date as follows:

|                                 |          |
|---------------------------------|----------|
| Hire date in pay periods 1-13:  | 16 hours |
| Hire date in pay periods 14-26: | 8 hours  |

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.

### 703. DAY OBSERVED

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.

All regular and limited term extra help full-time and part-time employees who are on an alternative work week schedule shall be entitled to the same number of paid holidays as those employees on a regular work week schedule. If an employee works a schedule other than Monday through Friday, their first day off shall be treated as if it were Saturday and their second day off as if it were Sunday.

### 704. COMPENSATION FOR HOLIDAYS

Eligible employees shall receive pay for all authorized holidays at their current hourly rate, 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. Part-time employees shall be entitled to receive holiday pay in

proportion to the percentage of full-time hours worked during the biweekly pay period which includes a holiday. 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 full-time or part-time non-exempt Confidential employee who is required to work on a holiday shall be compensated at the overtime rate. Overtime shall be compensated in cash or in compensatory time off (CTO), as per overtime provisions in addition to holiday pay as defined in the Personnel Rules.

## **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 Rule 1402 of the Personnel Rules.

Elected Officials 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:

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.

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.

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 802 shall include total service with the County of El Dorado; provided that time spent in extra help status shall not count in the calculation of vacation benefits.

(c) Employees covered by Section 802 may accumulate vacation in excess of the maximum amounts specified above through December 31, 2017; provided that, at the

beginning of the first quarter of 2018, or upon separation from employment, the employee shall be paid for any vacation that is accrued above the 320-hour or 360-hour maximum specified above. Hours accumulated following December 31, 2017 shall not be eligible for cash-out.

803. ACCRUAL RATES AND MAXIMUM ACCUMULATION - OTHER UNREPRESENTED CLASSIFICATIONS

Full-time and part-time Management and Confidential Employees (other than Elected Officials, and Appointed 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 803 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 1635); provided that time spent in extra help status shall not count in the calculation of vacation benefits.

804. DONATION OF VACATION LEAVE

Vacation leave donation is designed to allow an employee to transfer vacation leave to a coworker in times of exceptional need due to a catastrophic medical condition, injury, or incapacitation anticipated to last at least 30 calendar days.

(a) To be eligible to request and receive donations of vacation leave, an employee must have been employed by the County for one (1) continuous year and worked no less than 1,250 hours over the immediate preceding 12 months. In addition, this leave may not be used for more than 12 weeks in any 12-month period.

(b) The employee requesting leave donations (requestor) must first exhaust all other forms of accrued paid leave.

(c) Contributions will cease if/when the catastrophic occurrence is resolved, or when twelve weeks from the first transfer has elapsed.

(d) The amount of donated time paid to the requestor will be reported as taxable income.

(e) Hours received shall not be considered hours worked for purposes of determining the recipient's eligibility for holiday pay, on-call duty compensation, Tahoe employment differential, bilingual differential, overtime, or time in classification.

## **SECTION 9: SICK LEAVE**

### **901. GENERAL**

Employees covered by this Resolution, except for Elected Officials, shall be governed by the leave provisions set forth in Section 1404 of 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 County service; provided, however, that Appointed Department Heads who retire prior to completion of five (5) years of service are entitled to receive a payoff of 100% of their unused sick leave in accordance with this Section 9.

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

(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) Retirees' Conversion of Sick Leave to Health Insurance Premium – An employee who is vested in the County's health retirement plan and is retiring under the CalPERS system may, at the employee's option, in lieu of Sections A and B above, receive the equivalent value of that benefit in paid health plan premiums. Employees shall be responsible for whatever taxes as are appropriate for this benefit.

(d) 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.

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

1001. 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. Newly-hired employees will be credited with management leave on their hire date as follows:

|                                | Full Time | Part Time                                      |
|--------------------------------|-----------|--|
| Hire date in pay periods 1-13  | 96 hours  | Prorated basis proportionate to employee's FTE |
| Hire date in pay periods 14-26 | 48 hours  | Prorated basis proportionate to employee's FTE |

(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. Part-time employees eligible for management leave shall receive a prorated share of management leave based upon their ongoing work schedule.

(c) Newly-hired employees will be credited with management leave on their hire date as follows:

|                                | Full Time | Part Time                                      |
|--------------------------------|-----------|--|
| Hire date in pay periods 1-13  | 80 hours  | Prorated basis proportionate to employee's FTE |
| Hire date in pay periods 14-26 | 40 hours  | Prorated basis proportionate to employee's FTE |

~~(d) Payment for any unused management leave, in eight (8) hour increments up to the maximum allowable may be requested only during the following pay periods: March 31, June 15, September 30, and the last pay period of the year. Any eligible Administrative Management employee who does not use the full entitlement of management leave by pay period 26 of each year may be paid, up to the maximum allowable, at the base hourly rate for any remaining unused management leave. Effective January 1, 2018 for Appointed Department Heads and effective March 20, 2018 for Administrative Management Employees, payment for any unused credited management leave is no longer allowable. Any unused management leave hours remaining over the maximum allowable will be lost. Such leave shall not be carried over from one year to another. time must be used by the last day of pay period 26 of each year or will otherwise be lost.~~

~~(e) Effective January 1, 2018, credited management leave for Appointed Department Heads is not subject to the above-stated payoff provisions. Any unused management leave time must be used by the last day of pay period 26 of each year or will otherwise be lost.~~



(ef) Elected Officials are not eligible to receive management leave.

1002. SUPERVISORY LEAVE

Confidential supervisory employees will receive up to sixteen (16) hours of supervisory leave in pay period 01 of each year. Part time supervisory employees shall receive this leave time on a prorated basis. Unused supervisory 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 may not cash out unused supervisory leave.

1003. SPECIAL LEAVE FOR NON-EXEMPT CONFIDENTIAL EMPLOYEES

(a) 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. Newly-hired employees will be credited with special leave on their hire date as follows:

|                                       | Full Time | Part Time                                      |
|---------------------------------------|-----------|--|
| Appointment date in pay periods 1-13  | 32 hours  | Prorated basis proportionate to employee's FTE |
| Appointment date in pay periods 14-26 | 16 hours  | Prorated basis proportionate to employee's FTE |

(b) Unused special leave for non-exempt Confidential Employees does not accrue from year to year and must be used by the last day in pay period 26 of each year. No employee shall be entitled to payment for any unused leave under this Section 1003.

1004. SPECIAL LEAVE FOR EXEMPT CONFIDENTIAL EMPLOYEES

(a) 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. Newly-hired employees will be credited with special leave on their hire date as follows:

|                                       | Full Time | Part Time                                      |
|---------------------------------------|-----------|--|
| Appointment date in pay periods 1-13  | 56 hours  | Prorated basis proportionate to employee's FTE |
| Appointment date in pay periods 14-26 | 28 hours  | Prorated basis proportionate to employee's FTE |

(b) Unused special leave for exempt Confidential Employees does not accrue from year to year and must be used by the last day in pay period 26 of each year. No employee shall be entitled to payment for any unused leave under this Section 1004. Such leave shall not be carried over from one year to another.

## SECTION 11: OTHER LEAVES

### 1101. GENERAL

Employees covered by this Resolution shall be governed by the leave provisions set forth in Section 14 of 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 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, longevity pay increases, and vacation accrual rates shall be tolled commensurately for each full pay period an employee is on authorized leave without pay.

## SECTION 12: SPECIAL PAYS

### 1201. LONGEVITY PAY

(a) New employees with a hire date after November 7, 2017 are not eligible for longevity pay. Management and Confidential Employees hired into an unrepresented classification, from a job classification at the County that was eligible for longevity pay under a represented bargaining unit, at a date on or preceding November 7, 2017 will continue to be eligible for longevity pay as determined by this Section 1201 (b) and 1201 (c) below, provided that there is no break in service. Effective January 1, 2019, Elected Department Heads are not eligible to receive longevity pay. Re-elected Department Heads will no longer receive longevity pay regardless of first date assuming office.

(b) 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.

(c) 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

Full-time Management and Confidential Employees whose primary work location is in the Tahoe Basin shall receive a total of ninety-two dollars and thirty cents (\$92.30) biweekly. 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 1203.

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. DISTRICT ATTORNEY ON-CALL PAY

The District Attorney may assign an employee in the classes of 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 and is ready to immediately respond to perform an essential service for the department.

Employees in the classifications defined above who are assigned on-call duty shall be compensated at the rate of \$196.80 per weekly assignment of such duty.

1205. EXTRA HELP PSYCHIATRIST ON-CALL PAY

(a) The appointing authority may assign an extra help employee in the classifications of Psychiatrist I/II or Psychiatric Clinician extra help 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 24-hour period in which the employee is assigned to be on call.

(b) On weekends and/or holidays, an employee assigned to a 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 Psychiatric-Extra Help rate.

1206. 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 Duty" 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 for immediate call-back to physically return to work to perform an essential service.
2. On-Call Compensation
  - i. Employees of the Health and Human Services Agency shall be compensated at an hourly rate of 20% of the employee's base hourly rate for each hour the employee is assigned to on-call duty.
  - ii. Employees working for all other agencies and departments assigned to on-call duty shall be compensated at the rate of \$1.60 per hour.
3. 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 an extra help employee returns to work because of a department request made after the employee has completed his/her 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 he/she was 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 in accordance with overtime pay provisions.

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 home, shall be compensated with a one (1) hour minimum or actual time spent at time and one half pay or compensatory time as per the overtime provisions. The one (1) hour minimum is not meant to be provided on a per 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.

(c) Extra Help Social Workers/Mental Health Crisis Specialists who are assigned by the appointing authority to be available by phone during the hours the department is closed, in order to respond to emergency calls and perform call-back duties as assigned, shall be entitled to receive for each workday a minimum of two (2) hours at the base hourly rate if called back during such workday, or pay for the actual hours worked, whichever is greater, and \$1.60 for each hour on call in this assignment.

1207. 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 15 work days, the employee shall receive compensation for such work retroactive to the first day of the assignment at the rate of pay established for the higher classification, pursuant to Section 1308 of the Personnel Rules, "Salary on Promotion."

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 Personnel Rule 702, 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 must 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.
- (d) Acting assignments shall not be utilized as a substitute for regular promotional procedures.
- (e) Out of class acting assignments shall not exceed 960 hours in each fiscal year.
- (f) 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 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.
- (g) Overtime pay will be paid based upon the rate of pay for the higher acting classification, if the acting assignment classification is FLSA overtime eligible.
- (h) If an employee's acting assignment is in a represented bargaining unit, the employee will continue to have benefits determined by this resolution.
- (i) An employee who would otherwise become eligible for and is recommended for a merit increase in the original classification shall be awarded that increase while in acting status. The acting assignment step shall, if necessary, be adjusted to maintain at least a 5% spread between the original classification and the acting classification;

however, in no case shall the adjusted salary exceed the top step of the acting assignment classification.

(j) In the event that salary schedule increases go into effect while an employee is in an acting assignment, the acting step may be adjusted to maintain at least a 5% spread between the original classification and the acting classification; however, in no case shall the adjusted salary exceed the top step of the acting assignment classification.

(k) When the acting assignment ends, the employee will return to the original classification at the step the employee was at immediately prior to the acting assignment, unless a merit increase was awarded during the assignment as described in (j) above, then the employee will be placed at the higher step.

#### 1208. 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 Personnel Rule 1308, 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.

The employee retains status in the classification held immediately prior to the interim assignment.

1209. UNIFORMS - SHERIFF AND UNDERSHERIFF

The Sheriff and Undersheriff shall be paid a uniform allowance of \$41.66 per 24 pay periods.

1210. SHIFT DIFFERENTIAL

(a) 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.

(b) 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.

(c) 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 receive shift differential in accordance with the provisions of the Operating Engineers Local 3 (Trades and Crafts Memorandum of Understanding for the Highway Maintenance Worker II classification).

This section does not apply to exempt employees.

1211. 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 \$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 other language determined by the appointing authority 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 appointing authority, as certified in writing to the Director of Human Resources. 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.

1212. DEFERRED COMPENSATION CONTRIBUTION FOR APPOINTED DEPARTMENT HEADS AND ADMINISTRATIVE MANAGEMENT EMPLOYEES

(a) In January of each year, 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.

(b) In January of each year, the County will make a dollar for dollar matching contribution for amounts contributed by Administrative Management Employees to deferred compensation (457 Plan) accounts during the prior calendar year, up to a maximum of \$400.

(c) In addition to amounts contributed in a) and b) above, the County will contribute 2.5% of base salary in each pay period to deferred compensation for employees who have ten (10) or more years of service as defined in Section 12 of this Resolution. Contributions will be made prospectively in each pay period and no retroactive contributions will be made.

(d) A person who separates from employment or who moves into a different classification with the County prior to the County making its contribution in January of each year pursuant to Sections a) and b) 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.

1213. EDUCATION INCENTIVE

The Undersheriff shall receive a maximum differential of 5% of base salary for possession of a four-year college degree (Bachelor of Arts and/or Bachelor of Sciences degree) from an accredited institution. For the purposes of this Resolution, an "accredited institution" means an institution that has received accreditation from one of the following regional accrediting bodies: Western Association of Schools and Colleges, North Central Association of Colleges and Schools/The Higher Learning Commission, Northwest Commission of Colleges and Universities, Middle States Commission on Higher Education, Southern Association of Schools and Colleges, and New England Association of Schools and Colleges. If one of the enumerated agencies no longer exists, the body that assumes its essential functions shall be substituted in its place.

1214. BUILDING DEPARTMENT CERTIFICATION PROGRAM

Extra help employees in classifications covered by a recognized organization shall be entitled to receive building certification compensation in accordance with the provisions of the Memorandum of Understanding for the respective classification.

1215. CERTIFIED PUBLIC ACCOUNTANT (CPA) INCENTIVE

With the approval of the Director of Human Resources, an Unrepresented Employee (other than an Elected Official) who is charged with performing professional accounting responsibilities and who is a California licensed CPA with an experience completed designation of "A" shall receive a differential of 10% of base salary.

With the approval of the Director of Human Resources, an Unrepresented Employee (other than an Elected Official) who is charged with performing professional

accounting responsibilities and who is a California licensed CPA with an completed designation of "G" shall receive a differential of 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 on the license expiration date or upon the date of withdrawal, decertification, or termination of the license unless proof of successful renewal of licensure is provided to the County.

### **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, Worker's 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 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 24 pay periods. No regular contributions are deducted from the third paycheck issued in any month.

1303. RETIREE HEALTH CONTRIBUTION

(a) County contribution toward retiree health was discontinued for Unrepresented Employees hired on or after January 26, 2010; however, regular 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) Regular employees hired into 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. Elected Department Heads and Appointed Department Heads shall be subject to the following additional provisions:

An employee who retires from County service after July 1, 1999, and who has attained a cumulative total completed years of service (excluding extra help service and provisional) with El Dorado 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% |

(1) An Appointed Department Head who retires after July 1, 1999 and has attained ten (10) cumulative total completed years of service (excluding extra help and provisional) shall be entitled to the percentage monthly contribution of the "employee only" Blue Shield rate toward a County-Sponsored Health Plan or Alternate County-Sponsored Health Plan in which the retiree is otherwise eligible to enroll as specified in Level 1 above.

(2) An elected department head who retires after July 1, 1999 and has attained eight (8) cumulative total completed years of service (excluding extra help and provisional) shall be entitled to the percentage monthly contribution of the "employee only" Blue Shield rate toward a County-Sponsored Health Plan or Alternate County-Sponsored Health Plan in which the retiree is otherwise eligible to enroll as specified in Level 1 above.

(3) A Management Employee or Elected Official who retires after September 27, 1997 may substitute up to 50% of the required County service required above with prior public service time with any county or city in the state of California.

(4) Other than required by law, in order to be eligible for County contribution for payment of premiums, a full-time or part-time employee must be in pay status (i.e., where the employee is receiving pay from work hours, compensatory time off, vacation or sick leave in accordance with Personnel Rules). An employee who is receiving Worker's Compensation temporary disability shall be eligible for continuation of the County's contribution until such time as eligibility for Worker's Compensation temporary disability ceases.

(5) An employee who ceases to be eligible for County contributions must pay directly to Risk Management the full amount of the employee and County contribution in order to retain benefit coverage under the County sponsored medical/dental/vision benefit plan.

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

#### 1304. OPTIONAL BENEFITS PLAN

(a) The County shall provide to each eligible full-time Confidential Employee and each eligible Management Employee (including Administrative Management, Appointed Department Heads, and Elected Officials) a contribution of \$6,~~240000~~ per fiscal year, prorated over 24 pay periods, toward the purchase of benefits included within the Optional Benefit Plan (OBP), prorated and paid over 24 pay periods provided that the employee is in a pay status for the full pay period or is on an approved leave of absence.

(b) 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).

(c) Optional benefits are specifically defined in the Optional Benefit Plan. Provisions generally include the following:

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

2) Supplemental Life Insurance - An employee eligible under this section may use the Optional Benefit Plan to purchase additional life insurance, subject to the provisions of the Optional Benefits Plan and respective life insurance plans.

3) 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.

4) 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.

5) 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.

(d) Part-time Employee - A 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.

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

| Scheduled Hours Per Pay Period | Optional Benefit Plan                   |
|--------------------------------|---|
| 64-79                          | Equivalent to Full-time Employee        |
| 40-63                          | 75% of Equivalent to Full-time Employee |
| 34-39                          | 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 "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.

1305. LIFE INSURANCE

The County shall provide a group term life insurance plan for each Unrepresented 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:

|   |          |
|---|----------|
| Appointed Department Heads<br>& Elected Officials | \$60,000 |
| Administrative Management                         | \$40,000 |
| Confidential                                      | \$30,000 |

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 full-time employees and part-time employees whose ongoing regular work schedule as designated on the Payroll Personnel 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 work week when the purpose of such change is to avoid overtime compensation, unless agreed to by the employee.

Upon the recommendation of the department head, 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. ACCUMULATION AND USE OF COMPENSATORY TIME OFF**

The maximum accumulation of Compensating Time Off (CTO) for eligible employees 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.

### **1403. REST PERIODS**

Each appointing authority shall grant rest periods to Confidential Employees and extra help employees. Any such rest periods shall be governed by Section 1416 of the Personnel Rules.

### **1404. MEAL PERIODS**

Confidential Employees and extra help employees will be allowed an uncompensated meal period. Any such meal period shall be governed by Section 1417 of the Personnel Rules.

## 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 use of this procedure in resolving employee grievances shall not be held against any employee.

### 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 his/her immediate supervisor and may seek assistance from a shop steward and/or labor representative 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 County Policy Prohibiting Discrimination, Harassment and Retaliation.

(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. DEFINITIONS

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.

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

#### 1505. 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.

(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 describe the issue and identify the provision of this Resolution or section of written policy, rule, resolution, or ordinance that the employee feels has been violated as well as the requested remedy.

(b) The appointing authority or designated manager shall investigate the grievance. The appointing authority or designated manager's investigation should include a meeting with the grievant and their representative. The appointing authority or designated manager shall respond to the grievance in writing within ten (10) working days of receipt of the grievance. The appointing authority shall sign the response to the grievance.

(c) If the appointing authority or designated manager's written response does not resolve the grievance, the grievant, within five (5) working days, shall submit the grievance to the Director of Human Resources or his/her designee. The Director of Human Resources designee shall not be from the same department(s) where the grievance arose.

(d) The Director of Human Resources or his/her designee shall investigate the grievance. The Director of Human Resources or designee's investigation should include meeting with the grievant or his/her representative. The Director of Human Resources or his/her designee shall respond to the grievance in writing within fifteen (15) working days.

#### 1506. 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.

(a) The grievant's representative 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.

#### 1507. 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 his/her 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 a supervisor or manager fails to respond with an answer within the given time period, the grievant may appeal his/her 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 his/her choice at the informal 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 his/her grievance and meet with County representatives regarding the grievance.

### **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

When necessary, and as directed by the Board of Supervisors, a reduction in the County's work force may be initiated by (1) lack of work, (2) lack of funds, (3) program or organizational changes resulting in a surplus of employees, or (4) elimination of a specific program or service. Insofar as possible, a reduction in force shall be accomplished by attrition. When it is determined by the Board of Supervisors that attrition will not provide relief for the condition warranting a reduction in the number of

County employees, the Board of Supervisors may direct (1) a temporary layoff of up to ten (10) working days of specific employees or classifications without invoking the provisions of this policy, or (2) a specific layoff by classification, number of employees and department(s) pursuant to this 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 department head or his/her designee's responsibility to insure posting.

(a) Layoffs and displacements are made within the department involved and are not County-wide.

(b) 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.

(c) The written layoff notice shall include the effective date of the separation (layoff), the reasons 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 and provisional
2. Probationary employees serving an initial probationary period
3. Regular civil service status full-time
4. Regular civil service status 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 his/her 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 service prior to employment, interruptions caused by resignation, dismissal, or transfer 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 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) Alternate Classifications - Classifications that are budgeted as alternate classifications (e.g., Office Assistant II/I), 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 El Dorado County service (including El Dorado County service prior to the most current period of employment); 2) letters of reprimand; and 3) department head 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 Article.

#### 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 insure 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 department head(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 department head or his/her 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 - Department heads 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 department head or his/her 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 1606, "Appeal of Layoff".
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, 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 (CSC) 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 his/her 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 of this Resolution.

The notice of appeal shall state the employee's reasons for the appeal consistent with this Section 16.

(c) Responsibilities of the Director of Human Resources

The Director of Human Resources or his/her designee shall within three (3) working days of receipt of an appeal, determine which employees, if any, will be adversely affected if the appeal is successful and notify all employees potentially adversely affected 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 his/her designee.
  - ii. The Chief Administrative Officer or his/her 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 County Administrative Officer or his/her designee shall determine when County facilities shall be temporarily closed in an emergency as determined by the Chief Administrative Officer.

(b) Employees whose buildings have been temporarily closed may be re-assigned to work sites in the same geographic area.

(c) Regular County employees directed to not report to work or who are sent home from work due to the closure of their work site shall receive their regular pay for that scheduled shift.

(d) 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) as if it were a holiday.

(e) Confidential Non-Exempt Employees - During a temporary closure of County buildings, those regular employees who are still required to come to work to provide essential services as defined by the County Administrative Officer, will receive overtime compensation at time and one half.

(f) Those employees who are on scheduled vacation or sick leave for that day(s) would also have the day(s) treated as a holiday and would not have their accrued leave balances charged.

(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, the employee may at his/her request utilize accumulated vacation and/or compensatory time off 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 provided time and compensation for their commute.

(h) For purposes of this section, geographical area is generally defined as:

Tahoe Basin  
Western Slope

## **SECTION 18: PROBATIONARY PERIODS: UNREPRESENTED EMPLOYEES**

### **1801. APPOINTED DEPARTMENT HEADS AND ELECTED OFFICIALS**

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 Officials do not serve probationary periods.

### **1802. OTHER UNREPRESENTED EMPLOYEES**

Administrative Management and Confidential Employees serve a one year probationary period from the date of appointment to a specific single classification.

### **1803. EXTENSION OF PROBATIONARY PERIOD**

An Unrepresented Employee who is subject to a probationary period and who is appointed after July 1, 1999 shall have his/her 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 six (6) months to ensure that an employee has demonstrated all of the necessary skills and traits to successfully pass probation for the job classification.