

# ORIGINAL

## MEMORANDUM OF AGREEMENT

THIS AGREEMENT is between the County of El Dorado ("County") and Tiffany Schmid ("Schmid").

### RECITALS

On October 9, 2018, the Board of Supervisors of El Dorado County recommended the appointment of Tiffany Schmid as Director of Planning and Building of the County effective October 27, 2018. The Board of Supervisors directed that the compensation and benefits to be provided to SCHMID as an appointed department head would be documented in an employment agreement.

The Board of Supervisors desires to employ Tiffany Schmid as Director of Planning and Building of the County. Tiffany Schmid desires to serve as Director of Planning and Building of the County.

The parties desire to set forth in this Agreement the terms of such employment and the compensation and benefits to be provided to SCHMID as part of that employment.

### AGREEMENT

#### 1. DUTIES.

(a) County agrees to employ Tiffany Schmid as Director of Planning and Building of El Dorado County to perform the functions and duties specified in the charter, ordinances, resolutions, and policies of County and to perform all other legally permissible and proper duties and functions as the Board of Supervisors may from time to time assign.

(b) SCHMID shall perform her duties to the best of her ability in accordance with the highest professional and ethical standards of the profession and shall comply with all applicable laws, and the general rules, regulations, and policies established by the County.

(c) SCHMID shall not engage in any activity which is or may become a prohibited contract, or which may create an incompatibility of office as defined under California law.

(d) SCHMID shall not engage in any other business or occupation without the prior approval of the Board of Supervisors.

#### 2. TERM.

This Agreement shall commence on the effective date set forth above and shall remain in effect for a period of three (3) years from the effective date of the appointment or until terminated by either party in accordance with the provisions set forth in Paragraph 3 or until terminated by death or permanent disability of SCHMID. For purposes of this Agreement, termination of, or resignation from, employment, shall constitute termination of this Agreement. Commencing

October 27, 2019, and each October 27<sup>th</sup> thereafter (each, a “Renewal Date”) during the term of this Agreement, the term of this Agreement shall be extended automatically, for a period of one (1) year beyond its then-current expiration date, upon the satisfactory performance evaluation of SCHMID as set forth in Paragraph 7 below. This provision in no way alters the at-will nature of the employment.

### 3. RESIGNATION AND TERMINATION.

(a) SCHMID may terminate this Agreement upon 30 days' advance written notice to the County as provided for in paragraph 8.

(b) County may terminate this Agreement, without cause, effective immediately upon written notice as provided for in paragraph 8.

(c) The parties expressly agree that: 1) County intends to and does employ SCHMID as an "at will" employee whose employment may be terminated by County at any time for any reason, or for no reason, without any cause whatsoever; 2) SCHMID is appointed pursuant to the provisions of Section 404 of the Charter of the County of El Dorado and serves at the pleasure of the Board of Supervisors; and, 3) County makes and has made no representation, assurance, or promise to SCHMID, be it oral or written, express or implied, of any form of continued employment. Nothing in this Agreement shall affect in any way SCHMID's status as an at-will employee.

### 4. SALARY; COMPENSATION; BENEFITS.

Beginning as of the effective date, County shall pay SCHMID at Step 4 of the current El Dorado County Salary schedule for the position of Director of Planning and Building which is equivalent as of the date of this Agreement to an annual salary of one hundred sixty-eight thousand six hundred eighty-eight dollars (\$168,688), payable biweekly and subject to customary withholding. Beginning as of the effective date, in addition, SCHMID shall receive all other compensation and benefits provided to appointed department heads pursuant to the Salary & Benefits Resolution for Unrepresented Employees as it presently exists or as may be modified by the Board of Supervisors and in accordance with other adopted County policies related to department heads including but not limited to management, vacation, and sick leave accruals, except as follows:

- a. SCHMID shall not receive any longevity pay, notwithstanding anything to the contrary in the Salary & Benefits Resolution for Unrepresented Employees;
- b. The County shall contribute an amount equal to 2.5 percent of SCHMID's base salary each pay period into SCHMID's deferred compensation account, in addition to any other compensation payable under this Agreement;
- c. Beginning the third year of the term of this Agreement, and during any automatic renewal term pursuant to Section 2 of this Agreement, if the overall performance rating received by SCHMID in her most recent performance review conducted pursuant to Paragraph 7 of this Agreement is 4.5 out of 5 or higher, the County shall make a matching dollar-for-dollar

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contribution with any contribution SCHMID makes to her deferred compensation account, provided, however, that the total contribution to SCHMID's deferred compensation account from the County and SCHMID combined pursuant to these Sections 4.b. and 4.c. during any tax year shall not exceed eighteen thousand dollars (\$18,000.00).

5. COST REIMBURSEMENTS.

SCHMID shall be entitled to reimbursement for job related travel, conference attendance, professional development and similar costs not currently addressed in the Salary & Benefits Resolution for Unrepresented Employees, and not addressed by any resolution expressly applicable to SCHMID, in accordance with adopted County policy. Such reimbursements shall be allowed only for activities that are related to County business or activities subject to budget availability.

6. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

The Board of Supervisors, by resolution, shall fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of SCHMID, provided such terms and conditions are not inconsistent with provisions of this Agreement or law.

7. ANNUAL PERFORMANCE REVIEW

The Board of Supervisors shall perform an annual review of SCHMID's performance. The review shall take place every year during the currency of this Agreement during the same month that this Agreement was executed. SCHMID shall be apprised of the results of the performance review.

8. SEVERANCE COMPENSATION.

If County terminates this Agreement, SCHMID shall be entitled to severance compensation equal to six (6) months' base salary unless SCHMID is charged or convicted of commission of any felony or of any crime of moral turpitude or of any crime in the performance of, or related to, SCHMID's duties; or commits misfeasance or malfeasance in SCHMID's official duties; or is otherwise terminated for reasonable cause as that term is defined by County of El Dorado Personnel Rule 1203. The reference to County of El Dorado Personnel Rule 1203 is for illustrative purposes of the types of conduct that would constitute reasonable cause and is not intended to alter or modify the at-will status of SCHMID or to create any "for cause" standard of employment. SCHMID shall not be entitled to severance compensation under any other circumstances, including, but not limited to, resignation of SCHMID. For purposes of this paragraph, "base salary" shall mean the monthly proration of the annual salary specified in Paragraph 4 above, less applicable tax withholding. As a condition to receipt of severance compensation, SCHMID shall execute a release of all claims against County in a form deemed satisfactory to County and approved by County Counsel.

9. NOTICES.

Any notices required by this Agreement shall be in writing and either given in person or by First Class mail with the postage prepaid and addressed as follows:

To SCHMID: Tiffany Schmid  
2850 Fairlane Court  
Placerville, CA 95667

To County: Board of Supervisors  
c/o Don Ashton, CAO (or successor)  
County of El Dorado  
330 Fair Lane  
Placerville, CA 95667

All notices shall be deemed given upon their dispatch.

10. ENTIRE AGREEMENT.

This Agreement is the final expression of the complete Agreement of the parties regarding County's employment of SCHMID and supersedes all prior oral or written understandings. This Agreement cannot be modified except by written mutual amendment signed by both parties.

11. ASSIGNMENT.

This Agreement is not assignable by either County or SCHMID.

12. SEVERABILITY.

In the event that any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of the Agreement shall remain in full force and effect to the maximum extent permitted by law, and shall be interpreted to effectuate the parties' intent to the maximum degree possible.

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13. CONTRACT ADMINISTRATOR.

The Chair of the Board of Supervisors is designated as the person with responsibility for administering this Agreement pursuant to Section 602 of the Charter of the County of El Dorado.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Date: 10/23/18

  
Tiffany Schmid

Date: 10/16/18

  
Chair of the Board of Supervisors  
Michael Ranalli

ATTEST  
JAMES S. MITRISIN  
Clerk of the Board of Supervisors

By:   
Deputy Clerk

**APPROVED AS TO FORM:**

  
Michael J. Ciccozzi, County Counsel