



## Legislation Details (With Text)

**File #:** 20-1386 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 10/11/2020 **In control:** Board of Supervisors  
**On agenda:** 11/10/2020 **Final action:** 11/10/2020  
**Title:** Chief Administrative Officer and Director of Human Resources recommending the Board adopt and authorize the Chair to sign the revised Salary and Benefits Resolution for Unrepresented Employees, Resolution 165-2020, effective the first pay period following adoption.

**FUNDING:** Child Support Services - State and Federal funding.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Salary and Benefits Reso Unrep Employees CLEAN 11-10-20, 2. B - Salary and Benefits Reso Unrep Employees REDLINE 11-10-20, 3. C - Approved Blue Route 11-10-20, 4. Executed Resolution 165-2020

Date	Ver.	Action By	Action	Result
11/10/2020	1	Board of Supervisors	Approved	Pass

Chief Administrative Officer and Director of Human Resources recommending the Board adopt and authorize the Chair to sign the revised Salary and Benefits Resolution for Unrepresented Employees, Resolution **165-2020**, effective the first pay period following adoption.

**FUNDING:** Child Support Services - State and Federal funding.

### **DISCUSSION / BACKGROUND**

The following new sections in the Salary and Benefits Resolution for Unrepresented Employees are being recommended for approval:

#### ***Section 505: Salary Step Movement - Other Unrepresented Classifications***

The recommendation is to change the salary step movement practice for employees covered under the Salary and Benefits Resolution to be consistent with other County Memoranda of Understanding. Therefore, instead of requiring a Personnel Action Form for each salary step movement, after completion of twenty-six (26) biweekly pay periods of service in each of the salary steps (2 and above), if the employee has completed probation, the employee shall be automatically advanced to the next higher step in the salary range. As such, a salary step increase from steps 2 to 5 will be automatic unless the appointing authority or designee submits the required paperwork to deny the step advancement at least one full pay period prior to the review date.

#### ***Section 1218: Chief Attorney Department of Child Support Services Incentive***

The recommendation is to provide a 5% incentive should the Director of Child Support Services also serve as the Chief Attorney in the Department of Child Support.

### **Section 1219: Seasonal Extra Help - Boot Allowance**

The recommendation is to provide extra help employees who work a seasonal shift and who are required to wear boots a boot allowance of \$8.33 paid in equal installments over the applicable pay periods per year (the first two paydays of each month) within their assigned season, regardless of whether they work full-time or part-time.

#### **PRIOR BOARD ACTION**

February 4, 2020 (Legistar # 20-0122) approval of revised Salary and Benefits Resolution for Unrepresented Employees - Resolution 016-2020.

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

All County Department Heads

#### **CAO RECOMMENDATION**

Approve as recommended.

#### **FINANCIAL IMPACT**

The current Director of Child Support Services is eligible for the 5% incentive which would result in an approximate annual cost of \$8,200 which will be paid with revenue received from the State of California so there is no impact to Net County Cost.

The boot allowance for seasonal extra help employees would not have a significant financial impact with sufficient appropriations within the departments to cover the cost.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board approval, please provide a copy of the fully executed Resolution to Katie Lee in Human Resources.

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

Don Ashton, Chief Administrative Officer  
Tameka Usher, Director of Human Resources