



**RESOLUTION ESTABLISHING SALARIES AND BENEFITS  
FOR EMPLOYEES ASSIGNED TO THE  
CONFIDENTIAL UNIT, SECTION A  
FOR JULY 1, 2025 TO JUNE 30, 2029**

**CONFIDENTIAL A RESOLUTION JULY 1, 2025 TO JUNE 30, 2029:**

**BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ESTABLISHING SALARIES AND BENEFITS FOR EMPLOYEES ASSIGNED TO THE  
CONFIDENTIAL UNIT, SECTION A, FOR JULY 1, 2025 TO JUNE 30, 2029:**

RESOLVED by the Board of Supervisors of the County of Lake, State of California, that it finds,  
determines and hereby declares as follows:

**1. CONFIDENTIAL UNIT, SECTION A, COMPOSITION**

Employees who are filling those classifications listed in the Attachment "A," appended hereto and incorporated herein by this reference, in the County Administrative Office and its various divisions, the Human Resources Department and the office of the County Counsel, and who, in the course of their duties, have access to information relating to the County's administration of employer-employee relations, shall be assigned to Confidential Unit, Section A.

**2. COMPENSATION**

**2.1 Salary Schedule**

The salary ranges for Confidential Unit, Section "A" employees shall be as shown in Attachment "A" and reflect the following adjustments:

- a. Starting the July 1, 2025 pay period, the Compensation Study dated March 2024, shall be implemented at 97.5% of market median.
- b. Beginning July 1, 2026, the County will implement a 3.5% cost-of-living adjustment (COLA) to base salaries.
- c. Beginning July 1, 2027, the County will implement a 3.5% cost-of-living adjustment (COLA) to base salaries.
- d. Beginning July 1, 2028, the County will implement a 3.5% cost-of-living adjustment (COLA) to base salaries.

**2.2 Y-Rating Provision**

Salary adjustments shall follow the salary schedule outlined in the Compensation Study and MOU. Employees whose pay exceeds the salary range defined by the study are designated as Y-rated.

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During this time, Y-rated employees will continue to receive their salary as of June 30, 2025.

They will become eligible for step increases, merit raises, or COLAs, when any combination of the following conditions are met:

1. Their current step increases within the pay grade brings their salary into alignment with the study's range, per, the approved Salary Schedule in Attachment "A". The employee receives a step increase towards a step that has a salary higher than the employee's salary amount prior to the step increase.
2. A cost-of-living adjustment (COLA) is applied at a level that adjusts their pay to fall within with the study's range, per the approved Salary Schedule in Attachment "A".

**2.3 Step Advancement**

Movement in this system shall be based on an annual satisfactory performance evaluation as determined by the employee's department head. Eligibility for progression through the five (5) steps of the salary schedule shall be based upon a term of satisfactory service at the preceding step as outlined in Section 2.3.1 or 2.3.2. Upon achievement of the said term of service and an overall rating of "Satisfactory" or above on the associated performance evaluation, as determined by the employee's department head, the employee shall receive a 5% increase upon movement to the next step in the system (Steps 2-5). Unless advanced step hiring has been approved, every employee entering into the Unit covered by this Resolution shall begin their service at the first step (Step 1). Eligibility for progression through the five (5) steps of the salary schedule shall be as follows:

**2.3.1** Each employee, in classifications other than Administrative Analyst I, II and Senior; and Human Resources Analyst I, II and Senior, and Payroll Analyst I, II, and Senior shall have completed at least twelve (12) months satisfactory service at the preceding step to be eligible for advancement to the next highest step.

**2.3.2** Each employee in the classifications of Administrative Analyst I, II, and Senior; and Human Resources Analyst I, II and Senior, and Payroll Analyst I, II, and Senior shall have completed at least six (6) months satisfactory service at the preceding step to be eligible for advancement to Step 2 or Step 3 and at least twelve (12) months

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satisfactory service at the preceding step to be eligible for advancement to Step 4 or Step 5.

**2.3.3** Salary step advancement as referenced above shall not be automatic but shall be conditioned upon satisfactory evaluation by the department head and procedural approval of the Human Resources Director.

**1.3.4** The effective date for the approved step increases shall be the actual salary anniversary date, regardless of the timeliness of completion of the employee's satisfactory performance evaluation.

**2.3.5** In cases where an employee's performance evaluation is less than satisfactory, and, therefore, progression to the next step is denied, the department head shall reevaluate that employee following ninety (90) days additional service, and, if such employee's performance is determined by the department head to have improved to satisfactory or better at the conclusion of such ninety (90) day period, the employee may be eligible to progress to the next step, subject to the full discretion of the department head. If progression is still denied the salary anniversary date will be set to one (1) year from the prior salary anniversary date.

**2.4 Longevity Pay**

**2.4.1 Purpose**

Longevity pay rewards permanent County employees for each year of continuous employment with the County of Lake. Continuous is defined as an employee's period of work with the County without any breaks in service.

**2.4.2 Eligibility**

Permanent employees are eligible for longevity pay based on their total continuous service and total hours worked, excluding overtime. Longevity pay is calculated using the employee's continuous years of service from their permanent employment hire date and total qualifying hours worked. Each longevity step shall equal a 2.5%.

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Step	Completion of Years & Hours	Longevity Pay
1	10 years and 20,800 hours	2.5% of base pay
2	15 years and 31,200 hours	5.0% of base pay
3	20 years and 41,600 hours	7.5% of base pay
4	25 years and 52,000 hours	10.0% of base pay
5	30 years and 62,400 hours	12.5% of base pay
6	35 years and 72,800 hours	15.0% of base pay

**2.4.3 Longevity for employees at a longevity level below the correlating year and hour level per table.**

Employees who are currently assigned to a longevity step that is lower than what is warranted by their continuous years of service and total hours worked (as specified in Section 2.4.2) will be adjusted to the appropriate longevity step according to the longevity table above. This adjustment will take effect on July 1, 2025.

**2.3.4 Longevity for employees at a longevity level above the correlating year and hour level per table.**

Employees currently placed at a longevity step higher than indicated by their continuous years of service and hours worked (as outlined in Section 2.4.2) will retain their current, advanced step. However, they will not progress to the next longevity step until their service time and hours worked meet the criteria specified in the longevity table.

**2.4.5 Longevity Upon Termination / Rehire.**

Employees who are rehired after leaving County service do not receive credit for years of service previously worked for purpose of longevity.

**2.4.6 Longevity CAP**

Longevity increases are limited to a maximum of six longevity steps. Employees who have already reached a sixth longevity step or higher, as of the effective date of the resolution shall become eligible for one final longevity step after completing five years of continuous service and 10,400 hours worked (excluding overtime hours) since their last longevity increase.

**2.5 Probation Date**

All new employees shall serve a twelve (12) month probationary period, and employees shall serve a six (6) month probationary period upon promotion.

**2.6 Promotion or Reclassification**

**2.6.1 Promotion or Reclassification to Non-Supervisory Classification**

An employee who is promoted to a non-supervisory classification, or whose position has been reclassified to a higher level, but remains non-supervisory, shall receive a salary at the first step of the higher class or at the step which provides for at least a five percent (5%) increase over their base salary prior to such promotion. If an increase equal to five percent (5%) should exceed the last step of the new range (Step 5), the employee shall be promoted to the last step of the new range (Step 5).

**2.6.2 Promotion or Reclassification to Supervisory Classification**

An employee who is promoted to a supervisory classification, or whose position has been reclassified to a supervisory level, shall receive a salary at the first step of the higher class or at the step which provides for at least a ten percent (10%) increase over their base salary prior to such promotion. If an increase equal to ten percent (10%) should exceed the last step of the new range (Step 5), the employee shall be promoted to the last step of the new range (Step 5).

**2.6.3 Promotion or Reclassification from One Supervisory Classification to another Supervisory Classification**

An employee who is promoted or whose position is reclassified from one supervisory classification to another supervisory classification shall receive a salary at the first step of the higher class or at the step which provides for at least a five percent (5%) increase over their base salary prior to such promotion. If an increase equal to five percent (5%) should exceed the last step (Step 5) of the new range, the employee shall be promoted to the last step (Step 5) of the new range.

**2.6.4 Salary on Promotion – Advanced Step**

Upon promotion of a full-time or part-time employee to a new class the employee has not held before, the appointing authority may recommend, based on the employee's extraordinary

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1 qualifications, that the employee receive a salary step which is higher than that set forth in  
2 2.6.1., 2.6.2., or 2.6.3. Under such circumstances, the Human Resources Director may  
3 authorize an advanced salary step up to Step 3. The County Administrative Officer may  
4 authorize an advanced salary step at Step 4 or Step 5. Advanced step upon promotion does not  
5 apply to flex promotions.

6  
7 **2.7 Working Above Class**

8 Employees who are duly authorized, directed or assigned to work above their normal  
9 classifications shall be compensated at the base salary rate of the position to which assigned,  
10 or 5% above their normal salary rate, whichever is higher. Pay for assignment above class  
11 shall commence on the 16<sup>th</sup> consecutive workday of such assignment, or the 16<sup>th</sup> accumulated  
12 day in any period of sixty (60) calendar days.

13 **2.8 Bilingual Differential**

14 Employees certified as bilingual, through the County's standard bilingual certification process, in  
15 Spanish or other language as necessary for County business, as determined by the department  
16 head, shall receive \$225.00 per month.

17  
18 **3 HEALTH AND LIFE INSURANCE**

19 **3.1 Maximum Monthly County Contribution for Insurance Coverage**

20 The County shall pay a maximum contribution of one thousand dollars (\$1,500) per month  
21 toward the County-sponsored group medical, dental and vision insurance plan for each  
22 employee who enrolls in such a County-sponsored group plan. In no event shall the County's  
23 financial obligation exceed the actual monthly premium for an employee's medical, dental and  
24 vision insurance choices under the County's flexible benefits plan.

25  
26 Employees who select coverage with total monthly premiums less than one thousand dollars  
27 (\$1,500) per month will not be entitled to receive in cash, other compensation, benefits or in any  
28 form the difference between the amount of the cost of such coverage and the one thousand  
29 dollars (\$1,500) per month County contribution.  
30

**3.2 Insurance Opt-Out**

Employees may waive health care coverage in its entirety, i.e. medical, dental and vision insurance. Eligibility for the opt-out, cash-in-lieu benefit shall be conditioned upon meeting the current Affordable Care Act (ACA) definition of an “eligible opt out arrangement.” Employees wishing to receive the cash-in-lieu benefit described below are required to provide the County proof of similar employer-sponsored coverage in such form as the County may require, in addition to any documentation/certification/attestation/etc. required to demonstrate compliance with the current ACA definition of “eligible opt-out arrangement.” Employees waiving health care coverage who are eligible for the opt-out stipend shall receive a cash-in-lieu benefit of two hundred dollars (\$200.00) per month. The County will not pay cash-in-lieu to any employee, at any time during the plan year, if the current provisions of the ACA eligible opt-out arrangement dictate that the County must not pay that employee.

**3.3 Group Life Insurance**

Commencing July 1, 2022, and on the first day of the month following date of hire thereafter, an employee, upon proper application and acceptance by the insurance carrier, shall be covered under a group life insurance plan for the amount of their base annual salary up to \$100,000.

**3.4 Accidental Death and Dismemberment (AD&D) insurance**

The County shall pay for \$5,000 of AD&D insurance for all eligible employees.

**3.5 Air Medical Membership Program**

Commencing January 1, 2022, and on the first day of the month following date of hire thereafter, an employee shall be covered under an air medical membership program, such as REACH Air Medical Services.

**3.6 Section 125 Cafeteria Plan**

The County shall pay the cost of the administration for the Section 125 plan for eligible employees. The Section 125 Cafeteria Plan is an employer sponsored benefits plan that lets employees pay for qualified medical and child care expenses on a pre-tax basis.



**3.7 Employee Assistance Plan (EAP)**

The County shall pay the cost of the EAP plan for eligible employees.

**3.8 Retiree Insurance**

**Retiree with 15 years of Service**

For County retirees, who retire from County service with fifteen (15) years of total County service as a permanent employee, of which five (5) years must be continuously served immediately prior to retiring, who participate in the County's retiree insurance program, the County shall pay a monthly stipend to the retiree which is equivalent to 50% of the group health insurance medical premium for active employees with employee-only coverage under the same health plan. Such stipend shall be discontinued once the employee reaches sixty-five (65) years of age or is eligible for Medicare coverage.

**Retiree with 20 years of Service**

For those retirees who retire from County with twenty (20) years of total County service as a permanent employee, of which five (5) years must be continuously served immediately prior to retiring, who participate in the County's retiree insurance program, the County shall pay a monthly stipend to the retiree which is equivalent to 75% of the group health insurance medical premium for active employees with employee-only coverage under the same health plan. Such stipend shall be discontinued once the employee reaches sixty-five (65) years of age or is eligible for Medicare coverage.

**3.9 Break in service due to layoff**

When the last break in service immediately prior to retirement is due to a layoff, the requirement to work at least five (5) continuous years shall be waived.

**3.10 Discontinue Allowance for Break in Service**

Notwithstanding the above, employees whose original hire date or rehire date is November 1, 2011 or later, shall not be eligible for the retiree health insurance monthly stipend unless they have either fifteen (15) or twenty (20) consecutive years of County service as a permanent employee immediately prior to retirement. However, if the last break in service immediately prior to retirement was due to a layoff and the employee was rehired under the Reemployment

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provision under Rule 906 of the Lake County Personnel Rules, the employee maintains eligibility and the requirement to work at least five (5) continuous years shall be waived.

**4 RETIREMENT BENEFITS**

**4.1** Employees who, pursuant to AB 340 and CalPERS regulations, are defined as Classic members of the California Public Employee Retirement System (PERS) shall pay the employee's contribution to PERS.

For employees who, pursuant to AB 340 and CalPERS regulations, are defined as New PERS members, the County is prohibited from paying any portion of the employee's share of PERS, and therefore will not pay any portion of the employee's contribution to PERS.

County shall provide, pursuant to its contract with CalPERS, a Section 21548 Pre-Retirement Optional Settlement 2 Death Benefit to the family of an active miscellaneous employee, eligible for CalPERS retirement, who dies prior to retirement from County service.

**5 LEAVE BENEFITS**

**5.1 Vacation Leave**

The following annual vacation allowance shall be credited to each employee based upon full-time, continuous, permanent employment with the County:

Annual Vacation Allowance	
Years of Service	Accrued Hours
Beginning of 1 <sup>st</sup> year through end of 4 <sup>th</sup> year	80 hours
Beginning of 5 <sup>th</sup> year through end of 15 <sup>th</sup> year	120 hours
Beginning of 16 <sup>th</sup> year through end of 16 <sup>th</sup> year	128 hours
Beginning of 17 <sup>th</sup> year through end of 17 <sup>th</sup> year	136 hours
Beginning of 18 <sup>th</sup> year through end of 18 <sup>th</sup> year	144 hours
Beginning of 19 <sup>th</sup> year through end of 19 <sup>th</sup> year	152 hours
Beginning of 20 <sup>th</sup> year and thereafter	160 hours

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1 In any position of a part-time, permanent nature the allowed vacation leave shall be that part of  
2 the appropriate annual allowance equal to the proportion that actual service bears to full-time  
3 service.

4  
5 Accumulated vacation time shall be available for use during the pay period following its accrual,  
6 subject to approval of the department head. Upon separation (termination/retirement) from  
7 County employment, employees shall receive payment in full for the balance of unused vacation  
8 hours earned.

9 For employees whose first day of work with the County of Lake is on or after November 1, 2007,  
10 years of full-time, continuous, permanent employment for another county or city government for  
11 which the employee worked within thirty (30) days immediately prior to being hired by the  
12 County shall be added to the years of service with the County for purposes of earning vacation  
13 leave.

14  
15 For employees hired after April 1, 2009 who have previously worked for the County and were  
16 terminated due to layoff after March 1, 2009, the years of County service prior to that layoff shall  
17 be added to the current years of service for purposes of earning vacation leave.

18 **5.1.2 Vacation Cap**

19 Employees may not accumulate more than 240 hours of vacation allowance. Once this limit is  
20 reached, no additional vacation time will accrue until the employee reduces their balance below  
21 the 240-hour cap  
22

23 **5.2 Sick Leave**

24 **5.2.1** Sick leave provisions not contained herein shall be provided for in County  
25 Personnel Rule 1503 et seq.

26 **5.2.2 Sick Leave Eligibility Permanent Full-Time Employees**

- 27
- 28 • Each permanent County employee shall be entitled to County Sick Leave that, when  
29 combined with all Legally Mandated Sick leave, accrues at 8 hours per pay period, and  
30 totals ninety-six (96) hours of sick leave with pay in each year of full-time County  
service.

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- County Sick Leave accrues from the date of hire.
- A day is defined at 8 hours for full time employees.
- Sick leave is available for use in the pay period after it is accrued/earned.
- Shall be allowed unlimited accumulation of sick leave/ no cap.

**5.2.3 Permanent Part-Time Employees (County Sick Leave)**

- Sick Leave will be available to employees as required by California law. Employees will have 24 hours available by the 120th day and an additional 16 hours by the 200th day.
- Sick leave is pro-rated based on an employees Full-Time Equivalent position. If the FTE pro-rated amount is more than the 40 hours as required by California Law, payroll will provide the remaining balance after the 200th day.
- Sick leave is available for use the pay period after it is accrued/earned.
- Shall be allowed unlimited accumulation of sick leave/ no cap.

**5.2.4** Employees who have accrued more than five hundred (500) hours of unused sick leave may request and receive cash in lieu of sick leave hours which are in excess of five hundred (500) hours. However, no employee shall receive more than forty (40) hours of cash in lieu of sick leave hours in any one (1) fiscal year.

**5.2.5** The CalPERS plan shall continue to include the “credit for unused sick leave” option. At the time of retirement, eligible employees shall have the option to elect either the payment per the schedule in Personnel Rule 1503.3, or the CalPERS option, but may not participate in both.

**5.3 Bereavement Leave**

All employees covered under this resolution are eligible for five (5) days of unpaid bereavement leave under CFRA for deaths of an immediate family member and shall receive paid bereavement leave as follows:

- For bereavement leave that requires less than 500 miles (one-way), employees shall receive twenty-four (24) hours of paid bereavement leave and may use

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accruals to cover the remaining sixteen (16) hours to reach forty (40) hours or five (5) days of unpaid CFRA bereavement leave.

- For bereavement leave that requires more than 500 miles of travel (one-way), employees shall receive forty (40) hours of paid bereavement leave. The travel distance shall be computed using the employee's residence as the starting point and the site of the memorial or funeral as the end point.

Paid bereavement leave is available due to the death of the following family members:

- Parent or stepparent
- Sibling or stepsibling
- In-Law: mother-in-law, father-in-law, grandfather-in-law, grandmother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law
- Spouse, registered domestic partner
- Child, stepchild, adopted child, foster child
- Grandchild
- Grandparent
- Aunt or uncle
- Niece or nephew
- Any person residing in the immediate household of the employee at the time of death

Paid bereavement leave and CFRA unpaid bereavement leave is not subject to accrual, can be used intermittently or consecutively and must be used within three months of the family member's death.

Paid bereavement leave and CFRA unpaid bereavement leave are available unlimited and is available to employees upon the death of each covered family member.

The county is prohibited from discriminating against an employee for exercising the use of bereavement leave.

The County of Lake reserves the right to request verification of death and travel necessity.

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Bereavement leave provisions not contained herein shall be provided for in County Personnel Rule 1504 et seq.

**5.4 Holidays**

**5.4.1 County Declared Holidays**

Each calendar year, full time permanent employees shall be entitled to sixteen (16) holidays. The following days during the contractual period shall be declared as holidays and compensated as such for employees in the represented classifications.

Holiday	Date Observed
1. New Year's Day	January 1 <sup>st</sup>
2. Martin Luther King Jr. Day	The third Monday in January
3. President's day	The third Monday in January
4. Memorial Day	The last Monday in May
5. Juneteenth	June 19 <sup>th</sup>
6. Independence Day	July 4 <sup>th</sup>
7. Labor Day	The first Monday in September
8. Indigenous Peoples' Day	The second Monday in October
9. Veteran's Day	November 11 <sup>th</sup>
10. Thanksgiving	The fourth Thursday in November
11. Day after Thanksgiving	Friday following Thanksgiving
<b>Winter Holiday - Holidays 12-16</b> Monday – Friday of the week December 25th falls on, if December falls on a weekday. If December 25th falls on a Saturday or Sunday, the 23rd through the 29th of December.	

And any other holiday declared by the Board pursuant to State law.

**5.4.2 Holiday Observance**

Any holiday which falls on a Sunday shall be observed on the following Monday. Any holiday which falls on a Saturday shall be observed on the previous Friday. County solid waste and library facilities shall be closed on recognized holidays falling on Saturday or Sunday.

**5.4.3 Holidays Worked**

When an employee is required to work on an observed holiday, he/she shall be compensated for the eight (8) hour holiday in addition to straight time for the actual hours worked. The department head may in lieu of the pay for the holiday provide equivalent time off within the succeeding sixty (60) day period.

**5.4.4 Holidays Pay for Alternate Work Schedules**

Employees on an alternate work schedule will receive eight (8) hours of holiday pay. To maintain full compensation for their alternate workday schedule, employees may use accrued vacation leave or compensatory time to supplement the remaining hours.

The Department Head will assess staffing needs during the holiday workweek to ensure adequate coverage for ongoing operations, staff support, and the completion of essential tasks and responsibilities. Employees may be asked to adjust their schedules or cover specific hours or days as necessary.

**5.4.5 Holiday Observance**

Any holiday, except, Winter Holiday, which falls on a Sunday shall be observed on the following Monday. Any holiday, except winter holiday which falls on a Saturday shall be observed on the preceding Friday.

**5.4.6 Holiday Pay**

Employees required to work on a County-declared holiday will receive either:  
Eight (8) hours of straight-time pay during the pay period in which the holiday occurs, or

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Equivalent time off within the same pay period or within the following sixty (60) days.

Holiday pay will not count as hours worked when calculating overtime and will not be included in base pay calculations.

**5.5 Administrative Leave**

**5.5.1** Confidential "A" employees shall be entitled to receive twenty (20) hours of administrative leave per fiscal year.

**5.5.2** Employees appointed after July 1<sup>st</sup> and prior to April 1<sup>st</sup> of any fiscal year shall receive a pro-rate share of the 20 hours based on 1.67 hours per month (e.g. an employee who is appointed on February 1<sup>st</sup> would receive a maximum allocation of 8.35 hours of administrative leave for that fiscal year).

**5.5.3** No administrative leave shall be earned or allowed for the month in which the employee is hired, if the hire date is after the 1<sup>st</sup> day of the month (administrative leave shall not be accrued for a partial month).

**5.5.4** Administrative leave shall not be used in less than one (1) hour increments and employees shall not be entitled to receive cash payment for any unused administrative leave nor shall unused hours or fractions of hours be carried over from one fiscal year to another fiscal year.

**5.5.5** Any allocation of administrative leave hours not used by June 30<sup>th</sup> shall be forfeited. Employees in positions allocated less than full-time shall receive a proportionate amount of administrative leave hours. Employees appointed after April 1<sup>st</sup> of a fiscal year shall not be entitled to any administrative leave for that fiscal year and shall not receive any allocation of administrative leave until July 1<sup>st</sup> of the following fiscal year.

**5.5.6** Employees who terminate County service or who otherwise discontinue serving in a classification in Confidential Unit "A" before the end of the fiscal year, and who have used administrative leave hours greater than the pro rata share to which they are entitled shall



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have the cash equivalent of those hours deducted from their separation pay or deducted from their next payroll check if they are continuing in County service.

**6 OTHER PROVISIONS**

**6.9.1 Overtime/Compensating Time Off**

All employees shall work the schedules, shifts, and hours prescribed by the department head.

**6.9.2 Definition Overtime**

**For permanent full-time non-exempt employees' overtime is defined as:**

- Any time worked beyond the employee's regular daily work shift or
- over 40 hours in a standard workweek.
- Any time worked beyond an approved alternate work shift.

**For part-time non-exempt employees' overtime is defined as:**

- Any time worked beyond 8 hours in a single workday or
- Any time worked beyond 40 hours in a standard workweek.

**6.9.3** Overtime will be compensated at one and one-half times (1 ½) the employee's regular hourly rate, or with compensatory time off at one and one-half times the employee's regular hourly rate, based on the employee's choice. Work shifts may follow a 5/8, 9/80, 4/10, 3/12 & 4 schedule, or another alternative schedule mutually agreed upon.

**6.9.4** Paid, holiday, sick leave, shall not be considered time worked for the purpose of calculating overtime nor shall it be used to calculate base pay. For this purpose, a work week shall begin at 12:01am on Sunday and end at midnight on Saturday.

**6.9.5** If an employee requests and is granted compensatory time off (CTO) in lieu of cash payment, such CTO shall accumulate and be granted at one and one-half (1.5) times the hours worked.

**6.9.6** The maximum accumulation of CTO that an employee may have at any point in time is sixty (60) hours. CTO shall be utilized in accordance with existing policy.

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**6.1 State Disability Insurance**

The members of the Unit shall continue to have coverage in State Disability Insurance (SDI). It is understood that each Unit employee shall pay the cost of their SDI premium and the necessary premium and the necessary premium contributions will be deducted by the County from the employee's salary per pay period.

**6.2 County Personnel Rules**

All provisions not contained herein shall be provided for in County Personnel Rules.

**7 All previous Board of Supervisors Resolutions in conflict herewith are rescinded to the extent of such conflict and no further.**

**THIS RESOLUTION** was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof on the 17<sup>th</sup> day of June 2025 by the following vote:

**AYES:**

**NOES:**

**ABSENT OR NOT VOTING:**

**ATTEST: SUSAN PARKER**

**COUNTY OF LAKE**

Clerk to the Board of Supervisors

By: \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Supervisors

APPROVED AS TO FORM:  
**LLOYD GUINTIVANO**  
County Counsel

AUDITOR REVIEW:  
**JENAVIVE HERRINGTON**  
Auditor-Controller

  
Lloyd Guintivano (Jun 13, 2025 14:12 PDT)

## Attachment "A" Unit 2 Confidential A &amp; B Salary Schedule

Year 1				7/1/2025-6/30/2026				
Class #	Classification Title	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
02-0031	ACCOUNTANT I - CONFIDENTIAL	K27	H	27.27	28.64	30.07	31.57	33.15
02-0032	ACCOUNTANT II - CONFIDENTIAL	K31	H	30.10	31.61	33.19	34.85	36.59
02-0035	ACCOUNTING TECH - CONF	K19	H	22.38	23.50	24.68	25.91	27.21
02-0036	ACCOUNTING TECH SR - CONF	K25	H	25.96	27.26	28.62	30.05	31.55
02-2069	ADMIN ANALYST I	K33	H	31.63	33.21	34.87	36.61	38.44
02-2004	ADMIN ANALYST II	K37	H	34.91	36.66	38.49	40.41	42.43
02-2002	ADMINISTRATIVE ANALYST, SENIOR	K41	H	38.53	40.46	42.48	44.61	46.84
02-0453	ADMINISTRATIVE ASSISTANT	K16	H	20.78	21.82	22.92	24.06	25.26
02-0454	ADMINISTRATIVE ASSISTANT - SR	K23	H	24.71	25.94	27.24	28.60	30.03
02-2087	ASSISTANT CLERK TO THE BOS	K25	H	25.96	27.26	28.62	30.05	31.55
02-2000	DEPUTY COUNTY ADMIN OFFICER II	K54	H	53.12	55.78	58.56	61.49	64.57
02-0261	DEPUTY COUNTY COUNSEL I	K44	H	41.50	43.57	45.75	48.04	50.44
02-0262	DEPUTY COUNTY COUNSEL II	K50	H	48.12	50.53	53.06	55.71	58.49
02-0263	DEPUTY COUNTY COUNSEL III	K56	H	55.81	58.60	61.53	64.61	67.84
02-0264	DEPUTY COUNTY COUNSEL, SENIOR	K62	H	64.72	67.96	71.35	74.92	78.67
02-2008	HUMAN RESOURCES ANALYST I	K34	H	32.42	34.04	35.74	37.53	39.40
02-2009	HUMAN RESOURCES ANALYST II	K38	H	35.78	37.57	39.45	41.42	43.49
02-2013	HUMAN RESOURCES ANALYST, SR	K42	H	39.50	41.47	43.55	45.72	48.01
02-2011	HUMAN RESOURCES TECHNICIAN I	K21	H	23.52	24.69	25.93	27.22	28.58
02-2012	HUMAN RESOURCES TECHNICIAN II	K25	H	25.96	27.26	28.62	30.05	31.55
02-2015	LEGAL ADMIN ASSIST CONF	K19	H	22.38	23.50	24.68	25.91	27.21
02-2016	LEGAL ADMIN ASSIST SENIOR CONF	K24	H	25.32	26.59	27.92	29.32	30.78
02-0025	PAYROLL ANALYST I	K30	H	29.37	30.84	32.38	34.00	35.70
02-0026	PAYROLL ANALYST II	K34	H	32.42	34.04	35.74	37.53	39.40
02-0027	PAYROLL ANALYST SENIOR	K38	H	35.78	37.57	39.45	41.42	43.49
02-0021	PAYROLL SPECIALIST I	K20	H	22.94	24.09	25.29	26.56	27.89
02-0022	PAYROLL SPECIALIST II	K24	H	25.32	26.59	27.92	29.32	30.78
02-2005	RISK ANALYST I	K25	H	25.96	27.26	28.62	30.05	31.55
02-2006	RISK ANALYST II	K29	H	28.65	30.08	31.59	33.17	34.83

Attachment "A" Unit 2 Confidential A & B Salary Schedule

Year 2				7/1/2026-6/30/2027				
Class #	Classification Title	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
02-0031	ACCOUNTANT I - CONFIDENTIAL	K27	H	28.23	29.64	31.12	32.68	34.31
02-0032	ACCOUNTANT II - CONFIDENTIAL	K31	H	31.16	32.71	34.35	36.07	37.87
02-0035	ACCOUNTING TECH - CONF	K19	H	23.17	24.32	25.54	26.82	28.16
02-0036	ACCOUNTING TECH SR - CONF	K25	H	26.87	28.21	29.62	31.10	32.66
02-2069	ADMIN ANALYST I	K33	H	32.73	34.37	36.09	37.89	39.79
02-2004	ADMIN ANALYST II	K37	H	36.13	37.94	39.84	41.83	43.92
02-2002	ADMINISTRATIVE ANALYST, SENIOR	K41	H	39.88	41.88	43.97	46.17	48.48
02-0453	ADMINISTRATIVE ASSISTANT	K16	H	21.51	22.59	23.72	24.90	26.15
02-0454	ADMINISTRATIVE ASSISTANT - SR	K23	H	25.57	26.85	28.19	29.60	31.08
02-2087	ASSISTANT CLERK TO THE BOS	K25	H	26.87	28.21	29.62	31.10	32.66
02-2000	DEPUTY COUNTY ADMIN OFFICER II	K54	H	54.98	57.73	60.61	63.64	66.83
02-0261	DEPUTY COUNTY COUNSEL I	K44	H	42.95	45.10	47.35	49.72	52.21
02-0262	DEPUTY COUNTY COUNSEL II	K50	H	49.81	52.30	54.91	57.66	60.54
02-0263	DEPUTY COUNTY COUNSEL III	K56	H	57.76	60.65	63.68	66.87	70.21
02-0264	DEPUTY COUNTY COUNSEL, SENIOR	K62	H	66.99	70.34	73.85	77.54	81.42
02-2008	HUMAN RESOURCES ANALYST I	K34	H	33.55	35.23	36.99	38.84	40.78
02-2009	HUMAN RESOURCES ANALYST II	K38	H	37.03	38.89	40.83	42.87	45.02
02-2013	HUMAN RESOURCES ANALYST, SR	K42	H	40.88	42.92	45.07	47.32	49.69
02-2011	HUMAN RESOURCES TECHNICIAN I	K21	H	24.34	25.56	26.83	28.18	29.58
02-2012	HUMAN RESOURCES TECHNICIAN II	K25	H	26.87	28.21	29.62	31.10	32.66
02-2015	LEGAL ADMIN ASSIST CONF	K19	H	23.17	24.32	25.54	26.82	28.16
02-2016	LEGAL ADMIN ASSIST SENIOR CONF	K24	H	26.21	27.52	28.90	30.34	31.86
02-0025	PAYROLL ANALYST I	K30	H	30.40	31.92	33.51	35.19	36.95
02-0026	PAYROLL ANALYST II	K34	H	33.55	35.23	36.99	38.84	40.78
02-0027	PAYROLL ANALYST SENIOR	K38	H	37.03	38.89	40.83	42.87	45.02
02-0021	PAYROLL SPECIALIST I	K20	H	23.75	24.93	26.18	27.49	28.86
02-0022	PAYROLL SPECIALIST II	K24	H	26.21	27.52	28.90	30.34	31.86
02-2005	RISK ANALYST I	K25	H	26.87	28.21	29.62	31.10	32.66
02-2006	RISK ANALYST II	K29	H	29.65	31.14	32.69	34.33	36.05

Attachment "A" Unit 2 Confidential A & B Salary Schedule

Year 3				7/1/2027-6/30/2028				
Class #	Classification Title	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
02-0031	ACCOUNTANT I - CONFIDENTIAL	K27	H	29.21	30.67	32.21	33.82	35.51
02-0032	ACCOUNTANT II - CONFIDENTIAL	K31	H	32.25	33.86	35.55	37.33	39.20
02-0035	ACCOUNTING TECH - CONF	K19	H	23.98	25.18	26.43	27.76	29.14
02-0036	ACCOUNTING TECH SR - CONF	K25	H	27.81	29.20	30.66	32.19	33.80
02-2069	ADMIN ANALYST I	K33	H	33.88	35.57	37.35	39.22	41.18
02-2004	ADMIN ANALYST II	K37	H	37.40	39.27	41.23	43.29	45.46
02-2002	ADMINISTRATIVE ANALYST, SENIOR	K41	H	41.28	43.34	45.51	47.79	50.17
02-0453	ADMINISTRATIVE ASSISTANT	K16	H	22.27	23.38	24.55	25.77	27.06
02-0454	ADMINISTRATIVE ASSISTANT - SR	K23	H	26.47	27.79	29.18	30.64	32.17
02-2087	ASSISTANT CLERK TO THE BOS	K25	H	27.81	29.20	30.66	32.19	33.80
02-2000	DEPUTY COUNTY ADMIN OFFICER II	K54	H	56.90	59.75	62.74	65.87	69.17
02-0261	DEPUTY COUNTY COUNSEL I	K44	H	44.45	46.68	49.01	51.46	54.03
02-0262	DEPUTY COUNTY COUNSEL II	K50	H	51.55	54.13	56.84	59.68	62.66
02-0263	DEPUTY COUNTY COUNSEL III	K56	H	59.78	62.77	65.91	69.21	72.67
02-0264	DEPUTY COUNTY COUNSEL, SENIOR	K62	H	69.33	72.80	76.44	80.26	84.27
02-2008	HUMAN RESOURCES ANALYST I	K34	H	34.73	36.46	38.29	40.20	42.21
02-2009	HUMAN RESOURCES ANALYST II	K38	H	38.33	40.25	42.26	44.37	46.59
02-2013	HUMAN RESOURCES ANALYST, SR	K42	H	42.31	44.43	46.65	48.98	51.43
02-2011	HUMAN RESOURCES TECHNICIAN I	K21	H	25.19	26.45	27.77	29.16	30.62
02-2012	HUMAN RESOURCES TECHNICIAN II	K25	H	27.81	29.20	30.66	32.19	33.80
02-2015	LEGAL ADMIN ASSIST CONF	K19	H	23.98	25.18	26.43	27.76	29.14
02-2016	LEGAL ADMIN ASSIST SENIOR CONF	K24	H	27.13	28.48	29.91	31.40	32.97
02-0025	PAYROLL ANALYST I	K30	H	31.46	33.03	34.68	36.42	38.24
02-0026	PAYROLL ANALYST II	K34	H	34.73	36.46	38.29	40.20	42.21
02-0027	PAYROLL ANALYST SENIOR	K38	H	38.33	40.25	42.26	44.37	46.59
02-0021	PAYROLL SPECIALIST I	K20	H	24.58	25.81	27.10	28.45	29.87
02-0022	PAYROLL SPECIALIST II	K24	H	27.13	28.48	29.91	31.40	32.97
02-2005	RISK ANALYST I	K25	H	27.81	29.20	30.66	32.19	33.80
02-2006	RISK ANALYST II	K29	H	30.69	32.23	33.84	35.53	37.31

Attachment "A" Unit 2 Confidential A & B Salary Schedule

Year 4				7/1/2028 - New Agreement				
Class #	Classification Title	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
02-0031	ACCOUNTANT I - CONFIDENTIAL	K27	H	30.24	31.75	33.34	35.00	36.75
02-0032	ACCOUNTANT II - CONFIDENTIAL	K31	H	33.38	35.04	36.80	38.64	40.57
02-0035	ACCOUNTING TECH - CONF	K19	H	24.82	26.06	27.36	28.73	30.16
02-0036	ACCOUNTING TECH SR - CONF	K25	H	28.78	30.22	31.73	33.32	34.98
02-2069	ADMIN ANALYST I	K33	H	35.06	36.82	38.66	40.59	42.62
02-2004	ADMIN ANALYST II	K37	H	38.71	40.64	42.67	44.81	47.05
02-2002	ADMINISTRATIVE ANALYST, SENIOR	K41	H	42.72	44.86	47.10	49.46	51.93
02-0453	ADMINISTRATIVE ASSISTANT	K16	H	23.04	24.20	25.41	26.68	28.01
02-0454	ADMINISTRATIVE ASSISTANT - SR	K23	H	27.39	28.76	30.20	31.71	33.30
02-2087	ASSISTANT CLERK TO THE BOS	K25	H	28.78	30.22	31.73	33.32	34.98
02-2000	DEPUTY COUNTY ADMIN OFFICER II	K54	H	58.89	61.84	64.93	68.18	71.59
02-0261	DEPUTY COUNTY COUNSEL I	K44	H	46.01	48.31	50.72	53.26	55.92
02-0262	DEPUTY COUNTY COUNSEL II	K50	H	53.36	56.02	58.82	61.77	64.85
02-0263	DEPUTY COUNTY COUNSEL III	K56	H	61.88	64.97	68.22	71.63	75.21
02-0264	DEPUTY COUNTY COUNSEL, SENIOR	K62	H	71.76	75.35	79.11	83.07	87.22
02-2008	HUMAN RESOURCES ANALYST I	K34	H	35.94	37.74	39.63	41.61	43.69
02-2009	HUMAN RESOURCES ANALYST II	K38	H	39.67	41.66	43.74	45.93	48.22
02-2013	HUMAN RESOURCES ANALYST, SR	K42	H	43.79	45.98	48.28	50.69	53.23
02-2011	HUMAN RESOURCES TECHNICIAN I	K21	H	26.07	27.38	28.75	30.18	31.69
02-2012	HUMAN RESOURCES TECHNICIAN II	K25	H	28.78	30.22	31.73	33.32	34.98
02-2015	LEGAL ADMIN ASSIST CONF	K19	H	24.82	26.06	27.36	28.73	30.16
02-2016	LEGAL ADMIN ASSIST SENIOR CONF	K24	H	28.08	29.48	30.96	32.50	34.13
02-0025	PAYROLL ANALYST I	K30	H	32.56	34.19	35.90	37.69	39.58
02-0026	PAYROLL ANALYST II	K34	H	35.94	37.74	39.63	41.61	43.69
02-0027	PAYROLL ANALYST SENIOR	K38	H	39.67	41.66	43.74	45.93	48.22
02-0021	PAYROLL SPECIALIST I	K20	H	25.44	26.71	28.04	29.45	30.92
02-0022	PAYROLL SPECIALIST II	K24	H	28.08	29.48	30.96	32.50	34.13
02-2005	RISK ANALYST I	K25	H	28.78	30.22	31.73	33.32	34.98
02-2006	RISK ANALYST II	K29	H	31.77	33.36	35.02	36.77	38.61