

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

2 **RESOLUTION NO. _____**

3 **RESOLUTION ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT EMPLOYEES**
4 **FOR THE PERIOD FROM JULY 1, 2017 TO JUNE 30, 2018**

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

7 I. Salaries and benefits for County Management employees shall be as follows:

8 **1. COMPENSATION**

9 1.1 Salary Schedule

10 The salary range for each classification from Step 1 through Step 12 shall be as shown in
11 Attachment "A-0," "A-1" and "A-7," which are attached hereto and incorporated herein by
12 reference.

13 1.2 Step Advancement

14 The Salary Step System contained herein is a twelve (12)-step salary schedule (Step 1, Step 2,
15 etc.). Salary step advancement as referenced above shall not be automatic, but movement in
16 this system shall be based on an annual satisfactory performance evaluation as determined by
17 the employee's department head (or the Board of Supervisors if it is a department head
18 position) and procedural approval of the Human Resources Director.

19 Eligibility for progression through the first five (5) steps of the salary schedule shall be based
20 upon a term of satisfactory service at the preceding step as outlined in Section 1.2 or 1.2.1.

21 Management employees, other than elected officials, shall have completed at least six (6)
22 months satisfactory service at the preceding step to be eligible for advancement to Step 2 or
23 Step 3, and at least twelve months satisfactory service at the preceding step to be eligible for
24 advancement to Step 4 or Step 5.

25 The fifth year after an employee reaches Step 5, upon eligibility determination by the County
26 Human Resources Director and achievement of an overall rating of "Satisfactory" or above on
27 the immediately preceding associated annual performance evaluation as determined by the
28 employee's department head, the employee shall receive a 2.5% increase for moving to Step 6.
29 Each fifth year thereafter, the employee shall receive a 2.5% increase upon movement to the
30 next step in the system upon eligibility determination by the County Human Resources Director

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and achievement of an overall rating of "Satisfactory" or above on the immediately preceding associated annual performance evaluation as determined by the employee's department head. 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.

1.2.1 Management Incentive for Elected Department Heads

In addition to base salary, incumbents in the offices of Assessor-Recorder, Auditor-Controller, District Attorney, Sheriff-Coroner and Treasurer-Tax Collector may be eligible for additional compounded steps (for salaries as shown in Attachment A-0), based upon cumulative years of service with the County of Lake. The specified years of service must be met prior to taking office, and at least two (2) years must be served immediately prior to assuming elected office.

<u>Incentive</u>	<u>Cumulative Years of Service</u>	<u>Compounded</u>
1	5 years	2.5%
2	10 years	5.062%
3	15 years	7.689%

1.3 Salary upon Promotion

1.3.1 An employee who is promoted, or whose position has been reclassified from a management classification to another management classification, other than an elected official or appointed department head, shall receive a salary at the first step of the higher class or at the step that provides for at least a 5% increase over their base salary prior to such promotion. If the employee being promoted, or whose position is reclassified to a higher level, is at Step 5 or above in the new classification, the employee's salary anniversary date will be maintained.

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1.3.2 An employee whose prior classification was not management and who is promoted or reclassified to a management classification, other than an elected official or appointed department head classification, shall receive a salary at the first step of the higher class or at the step which provides for at least a 10% increase over their based salary prior to such promotion. If the employee being promoted, or whose position is reclassified to a higher level, is at Step 5 or above in the former classification and will be at Step 5 or above in the new classification, the employee's salary anniversary date will be maintained.

1.4 Working Above Class

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

1.5 Educational Incentives

1.5.1 Upon demonstrated proof of attainment of a bachelor's degree in a relevant field (e.g. administration of justice, public administration, business administration, accounting, etc.), employees in the following classifications shall receive an educational incentive bonus of 2% above their base salary: Sheriff, Undersheriff, Captain-sworn, Captain-non-sworn, and Lieutenant.

1.5.2 Effective July 1, 2015, each law enforcement management employee who holds an Intermediate, Supervisory and Advanced Post Certificate shall receive an additional 2.5% of their base pay for each certificate held. For employees in the Sheriff's Office, such additional pay shall be provided upon official recognition by the Sheriff or their designee that said certifications have been achieved. Each management employee shall be eligible to receive add pays as provided to represented employees in their department for certain professional certifications and/or training and education as specified in the applicable memoranda of understanding.

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1.6 Bilingual Differential

All Management employees certified as bilingual, through the County's standard bilingual certification process, in Spanish or other language as necessary for County business, as determined by the department head, or in the case of department heads, as determined by the County Administrative Officer, shall receive 2.5% of their base pay for all hours worked.

1.7 Off-Salary Schedule Pay in Lieu of Vacation and Sick Leave

In recognition of their responsibilities for administering the day-to-day operations of a County department, incumbents in the elected offices of Assessor-Recorder, Auditor-Controller, District Attorney, Sheriff-Coroner and Treasurer-Tax Collector shall receive an annual payment in lieu of vacation, sick leave and administrative leave equal to 4.8% of their annual salary. Said payment shall be issued by September 30 of each fiscal year.

2. HEALTH AND LIFE INSURANCE

2.1 Maximum Monthly County Contribution for Insurance Coverage

The County shall pay a maximum contribution of eight hundred dollars (\$800.00) per month toward the County-sponsored group medical, dental and vision insurance plan for each employee who enrolls in such a County-sponsored group plan. In no event shall the County's financial obligation exceed the actual monthly premium for an employee's medical, dental and vision insurance choices under the County's flexible benefits plan.

Employees who select coverage with total monthly premiums less than eight hundred dollars (\$800.00) per month will not be entitled to receive in cash, other compensation, benefits or in any form the difference between the amount of the cost of such coverage and the eight hundred dollar (\$800.00) per month County contribution.

2.2 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

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2 with the current ACA definition of "eligible opt-out arrangement." Employees waiving health
3 care coverage who are eligible for the opt-out stipend shall receive a cash-in-lieu benefit of two
4 hundred dollars (\$200.00) per month. The County will not pay cash-in-lieu to any employee, at
5 any time during the plan year, if the current provisions of the ACA eligible opt-out arrangement
6 dictate that the County must not pay that employee.

7 **2.3 Retiree Insurance**

8 **2.3.1 Employees Retired Prior to November 1, 2008**

9 For County employees who retired from County service prior to November 1, 2008 with
10 fifteen (15) years of continuous County service who participate in the County's retiree
11 insurance program, the County shall pay a monthly stipend to the retiree which is
12 equivalent to 50% of the group health insurance medical premium for active employees
13 with employee-only coverage under the same health plan. Such stipend shall be
14 discontinued once the employee reaches sixty-five (65) years of age or is eligible for
15 Medicare coverage.

16 For those employees who retired from County service prior to November 1, 2008 with
17 twenty (20) years of continuous County service who participate in the County's retiree
18 insurance program, the County shall pay a monthly stipend to the retiree which is
19 equivalent to 75% of the group health insurance medical premium for active employees
20 with employee-only coverage under the same health plan. Such stipend shall be
21 discontinued once the employee reaches sixty-five (65) years of age or is eligible for
22 Medicare coverage.

23 **2.3.2 Employees Hired or Rehired Before November 1, 2011, and Retiring After November 1,**
24 **2008**

25 For County retirees, who retire from County service after November 1, 2008 with fifteen
26 (15) years of total County service as a permanent employee, of which five (5) years
27 must be continuously served immediately prior to retiring, who participate in the
28 County's retiree insurance program, the County shall pay a monthly stipend to the
29 retiree which is equivalent to 50% of the group health insurance medical premium for
30 active employees with employee-only coverage under the same health plan. Such

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stipend shall be discontinued once the employee reaches sixty-five (65) years of age or is eligible for Medicare coverage.

For those employees who retire from County service after November 1, 2008 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.

2.3.2.1 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.

2.3.2.2 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 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.

2.4 Group Life Insurance

The County shall pay the cost for County-sponsored basic, group life insurance for eligible employees. The County will pay the cost for County-sponsored basic, group life insurance for qualified dependents of employees who do not waive or opt out of the cafeteria plan.

3. RETIREMENT BENEFITS

3.1 Miscellaneous employees who, pursuant to AB 340 and CalPERS regulations, are defined as Classic members of the California Public Employee Retirement System (PERS) shall pay

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the employee's contribution to PERS, currently equal to approximately seven percent (7%), of the employee's modified gross pay under the PERS "2% at 55" retirement benefit formula. For the term of this Resolution, said employees shall not be responsible to pay any more than the employee's share of 7% of the employees' modified gross pay.

3.2 Safety 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, currently equal to approximately nine percent (9%) of the employee's modified gross pay under the PERS "2% at 50" retirement benefit formula. For the term of this Resolution, said employees shall not be responsible to pay any more than the employee's share of 9% of the employees' modified gross pay.

3.3 For miscellaneous and safety 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.

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

4. LEAVE BENEFITS

4.1 Vacation Leave

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

a. Beginning of 1st year through end of 5th year: 3 weeks per year.

b. Beginning of 6th year through end of 20th year: 4 weeks per year.

c. After 20 or more years of continuous service: 5 weeks per year.

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

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

4.1.3 Employees, upon separation (termination or retirement), from County employment shall receive payment in full for the balance of unused vacation hours earned.

4.1.4 For employees, other than elected officials, whose first day of work with the County of Lake is on or after November 1, 2007, years of full-time, continuous, permanent employment for another county or city government for which the employee worked within 30 days immediately prior to being hired by the County shall be added to the years of service with the County for purposes of earning vacation time.

4.1.5 Accumulated vacation time shall be available for use during the pay period following its accrual subject to approval of the department head.

4.1.6 A maximum of 280 hours of vacation leave may be accumulated.

4.2 Sick Leave

4.2.1 Sick leave provisions not contained herein shall be provided for in County Personnel Rule 1503 et seq.

4.2.2 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 sixty (60) hours of cash in lieu of sick leave hours in any one (1) fiscal year.

4.2.3 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.

4.3 Bereavement Leave

Management employees, other than elected officials, shall receive bereavement leave of twenty-four (24) hours for an incident that requires one way travel of less than five hundred (500) miles, or forty (40) hours for an incident that requires one way travel of five hundred (500)

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miles or more, due to the death of their parent, step-parent, mother-in-law, father-in-law, aunt, uncle, spouse, registered domestic partner, child, stepchild, adopted child, niece, nephew, grandchild, grandparent, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law, grandfather-in-law, grandmother-in-law, son-in-law, daughter-in-law or the death of any person residing in the immediate household of the employee at the time of death.

Travel distances shall be computed using the "Maps & Directions" function available at www.randmcnally.com, using the employee's residence as the starting point and the site of the memorial or funeral as the endpoint.

Bereavement leave is not subject to accrual and the leave allowed pursuant to this provision generally must be used for any single incident of bereavement within seven (7) days of the time the employee first takes bereavement leave for said incident. Upon advance request to do so, the County Administrative Officer may approve an extension of the seven (7) day period.

Said bereavement leave is separate and shall not be credited against other forms of leave.

Bereavement leave shall be used by the employee before they make use of accrued sick leave for the purposes of the bereavement leave provision of Section 1504 of the Lake County Personnel Rules.

4.4 Holidays

4.4.1 The following holidays shall be observed:

1. July 4 (Independence Day)
2. First Monday in September (Labor Day)
3. Second Monday in October (Columbus Day)
4. November 11 (Veteran's Day)
5. Thanksgiving Day
6. Day after Thanksgiving Day
7. Day before Christmas
8. Christmas Day
9. Day after Christmas
10. January 1 (New Year's Day)
11. Third Monday in January (Martin Luther King, Jr. Day)

12. Third Monday in February (President's Day)

13. Last Monday in May (Memorial Day)

14. Any other holiday declared by the Board pursuant to State Law.

4.4.2 Holidays Worked

Management employees are not eligible for additional compensation for working on County holidays. Management employees who are required to work on holidays may be provided equivalent time off within the same pay period or within the succeeding sixty (60) day period.

4.5 Administrative Leave

4.5.1 Management employees, other than elected officials, shall be entitled to receive forty (40) hours of administrative leave annually or the equivalent cash in lieu. Employees appointed after April 1st 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 1st of the following fiscal year. The annual allowance for administrative leave shall not accrue from one fiscal year to another fiscal year. Employees in positions allocated less than full-time shall receive a proportionate amount of administrative leave hours. Employees with less than one year of service shall be entitled to receive a pro rata share of the forty (40) hours (except employees appointed after April 1st as stated above).

4.5.2 Employees who terminate County service or who otherwise discontinue serving in a management classification 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 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.

4.6 Personal Leave in Lieu of a COLA

Employees, other than elected officials, shall be entitled to personal leave in lieu of a cost of living adjustment (COLA) pursuant to the following schedule:

- a. Sixteen (16) hours for the period from July 1, 2017-June 30-2018

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Personal leave must be used during each specific period for which it is granted as specified in the item above. Personal leave that is not used during each specified period is forfeited.

Unused personal leave shall not be paid upon termination. Personal leave must be pre-approved by the department head prior to use.

5. OTHER BENEFITS

5.1 Tool Allowance

Each Management employee who is required to use their personal tools as a condition of their employment shall be paid a tool allowance of thirty dollars (\$30.00) per month. The amount shall be paid in the manner prescribed by the County Clerk/Auditor-Controller on a monthly basis as a reimbursement for the cost of maintaining and supplying the tools utilized.

Classifications authorized to receive this benefit must be approved by the Board of Supervisors.

5.2 Uniform and Equipment Allowance

Each management employee required by the County to maintain a uniform as a condition of employment shall be entitled to receive a uniform allowance of six hundred dollars (\$600.00) per year. Employees who accept a uniform allowance are required to wear a uniform to work on a regular basis. Each sworn peace officer in the Sheriff's Department who is required by the County to provide personal safety equipment, shall receive an equipment allowance of nine hundred dollars (\$900) per year. Said allowances shall be paid in the manner prescribed by the County Auditor on a monthly basis.

5.3 Cellular Phone Stipend

Pursuant to County policy adopted by the Board of Supervisors, each eligible employee, as defined herein, shall be provided a County owned mobile device or a wireless-communication device stipend. Eligible employees are defined as the Board of Supervisors, Elected Officials, Department Heads and County Management employees, who have demonstrated a need to utilize a cellular phone for County business purposes on a daily basis. The stipend amount for a cellular phone shall be forty dollars (\$40.00) per month and the stipend amount for mobile devices with Personal Digital Assistant (PDA)-like and mobile phone functionality shall be seventy-five dollars (\$75.00) per month. The stipend shall be payable by the Auditor-Controller directly to employees on a monthly basis. Employees shall submit their request for the stipend

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2 to the County Administrative Officer, who shall approve or disapprove their request. The
3 County Administrative Officer's eligibility for said stipend shall be subject to the approval of the
4 Board of Supervisors' Chairman.

5 **5.4 State Disability Insurance (Previously not included, but SDI deduction is made)**

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

10 II. All previous Board of Supervisors Resolutions in conflict herewith are rescinded to the extent of
11 such conflict and no further.

12
13 **THIS RESOLUTION** was passed and adopted by the Board of Supervisors of the County of Lake at a
14 regular meeting thereof on the _____ day of _____, 2017 by the following vote:

15 **AYES:**

16 **NOES:**

17 **ABSENT OR NOT VOTING:**

18
19 **ATTEST: CAROL J. HUCHINGSON**
20 Clerk to the Board of Supervisors

COUNTY OF LAKE

21
22 By: _____

23 Chair, Board of Supervisors

24
25 **APPROVED AS TO FORM:**

HUMAN RESOURCES REVIEW:

26 **ANITA L. GRANT**
27 County Counsel

KATHY FERGUSON
Director

28
29 _____

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