

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

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

3                   **RESOLUTION ESTABLISHING SALARIES AND BENEFITS FOR EMPLOYEES ASSIGNED TO THE**  
4                                   **CONFIDENTIAL UNIT, SECTION A, FOR 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       **1. CONFIDENTIAL UNIT, SECTION A, COMPOSITION**

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

13      **2. COMPENSATION**

14              2.1 Salary Schedule

15               The salary ranges for Confidential Unit, Section "A" employees shall be as shown in Attachment  
16               "A."

17              2.2 Step Advancement

18               Movement in this system shall be based on an annual satisfactory performance evaluation as  
19               determined by the employee's department head. Eligibility for progression through the first five  
20               (5) steps of the salary schedule shall be based upon a term of satisfactory service at the  
21               preceding step as outlined in Section 2.2.1 or 2.2.2. Upon achievement of the said term of  
22               service and an overall rating of "Satisfactory" or above on the associated performance  
23               evaluation, as determined by the employee's department head, the employee shall receive a  
24               5% increase upon movement to the next step in the system (Steps 2-5). Unless advanced step  
25               hiring has been approved, every employee entering into the Unit covered by this Agreement  
26               shall begin their service at the first step (Step 1). Eligibility for progression through the first five  
27               (5) steps of the salary schedule shall be as follows:

28               2.2.1   Each employee, in classifications other than Administrative Analyst I, II and Senior; and  
29                       Human Resources Analyst I and II, shall have completed at least twelve (12) months

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

satisfactory service at the preceding step to be eligible for advancement to the next highest step.

2.2.2 Each employee in the classifications of Administrative Analyst I, II, and Senior; and Human Resources Analyst I and II, 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 satisfactory service at the preceding step to be eligible for advancement to Step 4 or Step 5.

2.2.3 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.

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

The fifth year after an employee reaches Step 5, upon eligibility determination by the County Human Resources Director 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, the employee shall receive a 2.5% increase upon moving to Step 6. Each fifth year thereafter, the employee shall receive a 2.5% increase upon movement to the next step in the system upon eligibility determination by the County Human Resources Director 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.

2.3 Probation

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

2.4 Salary on Promotion

An employee who is promoted, or whose position has been reclassified to a higher level, 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 former classification and will be at Step 5 or above in the new classification, the employee's salary anniversary date will be maintained.

2.5 Working Above Class

Employees 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 16<sup>th</sup> consecutive workday of such assignment, or the 16<sup>th</sup> accumulated day in any period of sixty (60) calendar days.

**3. HEALTH AND LIFE INSURANCE**

3.1 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.

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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 Retiree Insurance

3.3.1 Employees Retired Prior to November 1, 2008

For County employees who retired from County service prior to November 1, 2008 with fifteen (15) years of continuous County service 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.

For those employees who retired from County service prior to November 1, 2008 with twenty (20) years of continuous County service 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.

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3.3.2 Employees Retiring After November 1, 2008

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

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.

3.3.2.1 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.

3.3.2.2 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.

3.4 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.

**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, 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.

4.2 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.

4.3 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:

<u>Years of Service</u>	<u>Annual Allowance -</u> <u>Accrued Hours</u>
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

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

Beginning of 20<sup>th</sup> year and thereafter 160 hours

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.

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

For employees 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 thirty (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 leave.

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 purposes of earning vacation leave.

5.2 Sick Leave

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

5.2.2 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 forty (40) hours of cash in lieu of sick leave hours in any one (1) fiscal year.

5.2.3 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.

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5.3 Bereavement Leave

An employee 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) 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](http://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.

5.4 Holidays

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)

#### 5.5 Administrative Leave

5.5.1 Confidential "A" employees shall be entitled to receive twenty (20) hours of administrative leave per fiscal year. Employees appointed after July 1<sup>st</sup> and prior to April 1<sup>st</sup> of any fiscal year shall receive a pro rata 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). 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).

5.5.2 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. 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.

5.5.3 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 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.

5.6 Personal Leave in Lieu of a COLA

Employees 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

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 specific 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.

6. **OTHER PROVISIONS**

6.1 Overtime/Compensating Time Off

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

6.1.2 Overtime defined: All authorized and directed time worked beyond forty (40) hours in any one workweek. For this purpose, a workweek shall begin at 12:01am on Sunday and end at midnight on Saturday.

6.1.3 Cash Payment: All time worked beyond forty (40) hours in any one workweek shall be compensated by cash payment at one and one-half (1.5) times the hourly rate.

6.1.4 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.

6.1.5 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.

6.2 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.

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

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

**AYES:**  
**NOES:**  
**ABSENT OR NOT VOTING:**

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

**COUNTY OF LAKE**

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

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

APPROVED AS TO FORM:  
**ANITA L. GRANT**  
County Counsel

HUMAN RESOURCES REVIEW:  
**KATHY FERGUSON**  
Director

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