

# COUNTY OF SONOMA

## **SALARY RESOLUTION**

**No. 95-0926**

Prepared by:

Sonoma County Human Resources Department

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# **SALARY RESOLUTION**

## **No. 95-0926**

### **SECTION 1 – TITLE**

This Resolution Number 95-0926 shall be known as the Salary Resolution of the County of Sonoma. The provisions of this Resolution may be superseded in whole or in part by resolutions adopted by the Board of Supervisors of Sonoma County. Each such resolution shall be effective on the first day of the County pay period next succeeding its adoption unless such resolution provides otherwise. Any provision of Resolution No. 89-1623 superseded by resolution of the Board of Supervisors shall be deemed repealed upon the effective date of the superseding resolution.

### **SECTION 2 – APPLICABILITY (Amended 6/12/19)**

#### **2.1 Services**

The provisions of this Resolution shall apply to both classified and unclassified services of the County of Sonoma.

#### **2.2 Employee Units**

Sections 7 through 34 of this Resolution apply only to Unrepresented Administrative Management positions, Department Heads (including elected Department Heads, except where specifically excluded in this document or by law), Unrepresented Confidential positions, and/or positions not represented by any recognized employee organization. "Unrepresented employees" shall mean those employees or positions which are neither Unrepresented Management nor Unrepresented Confidential and which are not represented by a recognized employee organization. When used in Sections 7 through 34 the term "employee" shall mean Unrepresented Administrative Management, Unrepresented Confidential, and Unrepresented employees.

#### **2.3 Special Districts (Amended 1/11/12)**

Whenever an employee changes employment from the County of Sonoma County, the Sonoma County Water Agency, the Northern Sonoma County Air Pollution Control District, the Sonoma County Community Development Commission, or the Sonoma County Agricultural Preservation and Open Space District, to another of those agencies without a break in pay status greater than two (2) working days, service with the first entity shall be deemed to be service with the second entity for purposes of accrual, accumulation and use of: (i) paid vacation, (ii) sick leave, (iii) entitlement to salary step, and (iv) retiree medical benefits. Such employee shall retain the same such benefits to which entitled immediately prior to reassignment. Upon each reassignment, the employee shall be paid for unused overtime credits in the same manner as provided by this Resolution upon separation, and such unused overtime credits shall not be transferred from one entity to another.

#### **2.4 Nepotism**

No person shall be employed without written approval of the Director of Human Resources in any position in which the employee will directly or indirectly supervise, or in which the employee will be directly or indirectly supervised by, his or her husband, wife, registered domestic partner, parent, stepparent, brother, sister, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom the employee has a relationship in loco parentis.

2.5 Catastrophic Leave / Decedent's Benefit (amended 12/15/2020)

A. Definition

1) Catastrophic Leave is a paid leave of absence due to verifiable, long-term illness or injury such as, but not limited to, cancer and heart attack which clearly disables the individual.

2) A Decedent's Benefit is the accumulation of vacation or compensatory leave hours donated by other County employees to the designated beneficiary or estate of a County employee who dies while an employee of the County.

B. Coverage

All regular employees of the County of Sonoma, the Sonoma County Community Development Commission, the Sonoma County Water Agency, the Sonoma County Agricultural Preservation and Open Space District, and the Northern Sonoma County Air Pollution Control District, who have successfully completed two-thousand eighty (2,080) hours (one year) in paid status shall be eligible for such leave due to their own serious illness or injury, or serious illness or injury to spouse, registered domestic partner or dependent minor child. The designated beneficiary or estate of an employee who was employed by any of the above-mentioned entities and successfully completed two-thousand eighty (2,080) hours (one year) in paid status and met the criteria set forth at paragraph 2.5(a) (2) shall be eligible to receive any decedent's benefit.

C. Other Leaves

The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for catastrophic leave.

D. Catastrophic Leave

Catastrophic leave shall be additional paid leave available from vacation or compensatory leave hours donated by other County employees to a specific, qualified employee.

E. Decedent's Benefit

A Decedent's Benefit shall be the accumulation of vacation or compensatory leave hours (up to a maximum of six-hundred eighty (680) hours) donated by other County employees to the designated beneficiary or estate of a County employee who dies while an employee of the County. The decedent's benefit shall be paid to the designated beneficiary or estate of the County employee in the same manner as payment to the designated beneficiary or estate of the County employee of the decedent's own vacation and compensatory leave hours.

F. Employees donating vacation or compensatory leave must donate in increments of whole hours.

The donating employee must have a vacation leave balance of at least forty (40) hours after the donation of vacation time. Employees may donate all of their accrued compensatory time.

G. An employee or a decedent requesting catastrophic leave must receive the recommendation of his/her Department Head and the approval of the Director of Human Resources. Such leave may initially be approved up to a maximum of three-hundred forty (340) hours donated hours. If the catastrophic illness or injury continues, up to an additional three-hundred fourth (340) donated hours may be recommended and approved.

H. A County department/agency may submit a final request for up to 280 additional hours after the employee has exhausted all available paid leave benefits, including available paid leaves (vacation, sick, compensatory time, vacation savings, etc.), Short Term Disability, Long Term

Disability, and any other legislated leave benefit, and the donated leave balance is 80 hours or less. The following documents must be submitted by the employee's department to the Human Resources Director:

- i. Medical documentation stating the employee needs to be off-work and the anticipated length of the absence.
  - ii. A written request from the department/agency verifying who the leave applies to (employee, employee spouse/domestic partner, or dependent child), a statement verifying that the employee has requested that the department/agency pursue additional leave on their behalf, and a summary of benefits used/exhausted to date.
  - iii. Human Resources will route eligible requests with completed documentation to the County Administrator for approval.
  - iv. If approved, the donations under this section are administered in the same manner as other approved Catastrophic Leave.
  - v. No further requests are allowable upon exhaustion of the final allocation of hours.
- I. Employees donating vacation or compensatory leave to a decedent's benefit must donate their vacation or compensatory leave hours no later than thirty (30) days after the employee's death or within thirty (30) days of the enactment of this revised Decedent's Benefit Policy.
- J. The Auditor-Controller-Treasurer-Tax Collector shall account for the donation and disbursement of catastrophic leave hours. At the end of the thirty (30) day period allowed for donations for a Decedent's Benefit, the Auditor-Controller-Treasurer-Tax Collector will process adjustments and then disburse to the designated beneficiary or estate all funds for leave time donated.
- K. The decision of the Director of Human Resources or County Administrator (under section H) to deny Catastrophic Leave requests shall be appealable to the Civil Service Commission within ten (10) calendar days of his/her decision. The decision by the Civil Service Commission shall be final.

### **SECTION 3 – PAY PERIODS**

- 3.1 Each pay period shall cover fourteen (14) consecutive calendar days and shall start on a Tuesday and end with the second Monday thereafter. Employees and officers shall be paid for each hour of paid status and other compensation nine (9) calendar days following the last day of the pay period. If a holiday falls on said day, payment shall be made on the preceding working day.
- 3.2 Each payroll shall be approved by the County Auditor-Controller-Treasurer-Tax Collector before any salaries or wages provided for herein are paid.

### **SECTION 4 – SALARY SCHEDULE**

Each salary scale shall consist of nine (9) salary steps, which shall be known as Steps A, B, C, D, E, F, G, H, and I. Each step shall be expressed in cents per hour. The salary scale for each class which is allocated to a salary scale is listed in Appendix A for Unrepresented Administrative Management, Unrepresented Confidential and other Unrepresented classes in terms of cents per hour at Step A. The salary scale for classifications represented by recognized employee organizations is listed in the appropriate Memorandum of Understanding. Unrepresented Extra Help employees in classifications which are represented shall be paid on the same salary scale as listed for the represented employee in the same class. A table shall be published setting forth the value of each step of each salary scale.

4.1 Salary Scales

Salary Scales are shown in Table I.

4.2 Flat Rates

The salary for each class, which is to be paid at a flat rate, is listed in Appendix A in terms of cents per hour of the flat rate or at the annual salary for the class.

4.3 Base Hourly Rate

The base hourly rate for each employee whose class is allocated to a salary scale shall be the hourly rate for the step of the salary scale at which he or she is paid.

4.4 Paid Status

Each employee shall be considered to have paid status whenever the employee is at work, absent on a paid holiday, or absent on leave with pay, or absent on authorized compensatory time off.

**SECTION 5 – ALLOCATION OF POSITIONS**

5.1 Number of Positions

The number of allocated full-time or part-time positions in each County department or budgetary division shall be determined by the Board of Supervisors as a part of its adoption of the County Budget or of amendments thereto.

5.2 Allocation List

The Director of Human Resources shall provide for maintenance of a Departmental Allocation List which shall contain the number of permanent positions which have been or may hereafter be allocated to each County department or budgetary division in accordance with this Section, and which shall state the classification of each such position. The County Administrator is hereby authorized to approve amendments to the Departmental Allocation List in accordance with Board Ordinance No. 70506, October 20, 1981.

5.3 Substitute Position

Each position, which is contained on said Departmental Allocation List, may be filled by the employment of a qualified person in the class in which the position is authorized. With approval of the Director of Human Resources, it may be filled on a substitute basis by the employment of a qualified person in a closely related class which is allocated to the same or a lower salary or salary range.

5.4 Dual Position

With the approval of the County Administrator and the Director of Human Resources, a position vacated, or to be vacated, through retirement or other separation of an employee, or which is occupied by an employee who is receiving compensation pursuant to Section 4850 of the California Labor Code, or which is occupied by a person on an extended leave of absence, may be filled as a dual position prior to the date of separation, and thereafter for the duration of the unused

leave or overtime which is paid to the employee upon separation or of the leave of absence of the employee.

5.5 Extra Help

Department Heads may employ Extra Help employees in accordance with established employment procedures and the Rules of the Civil Service Commission and within authorized budgetary appropriations for such employment.

**SECTION 6 – BOARDS AND COMMISSIONS (Amended 6/12/19)**

6.1 Retirement Board

Each member of the Retirement Board shall receive one hundred dollars (\$100) for each meeting attended by each member, provided that employees and Elected Officials of the County of Sonoma shall not receive such compensation, and that the maximum compensation which any member of the Retirement Board shall receive in one month shall not exceed five hundred dollars (\$500) per Government Code Section 31521.

6.2 Meeting Compensation – BZA, LAFCO, Planning Commission, and Civil Service Commission (Amended 6/12/19)

Each member of the Civil Service Commission, the Board of Zoning Adjustment (BZA), the Board of Building Appeals, the Planning Commission, and the Local Agency Formation Commission (LAFCO) shall receive one hundred twenty-five dollars (\$125) for each half day and two hundred fifty dollars (\$250) for each full day for each meeting day attended. A member of the Board of Supervisors of the County of Sonoma who serves as a member or alternate member of the Local Agency Formation Commission shall not receive such compensation.

6.3 Assessment Appeals Board (Amended 6/12/19)

Each member of the Assessment Appeals Board and Assessment Hearing Officer shall receive two hundred and fifty dollars (\$250) for each full day meeting of said board attended by the member. Half-day meetings shall be compensated at the rate of one hundred and twenty five dollars (\$125), and shall be scheduled only to conduct deliberations on appeals under submission, to conclude hearings which could not be completed within one calendar day, or in the event there are too few appeals scheduled to fill a regular calendar day.

6.4 Other Boards and Commissions

Other Boards and Commissions shall be compensated as provided by resolution of the Board of Supervisors.

6.5 Mileage and Expenses – Boards

In addition to the amounts provided above, as reimbursement for use of any motor vehicle not owned by the County, each member of the boards and commissions referenced in Section 6 above, shall receive the sum per mile which is allowed by this Resolution to officers, deputies and employees of the County for each mile actually and necessarily traveled in performance of official duties, and such additional reimbursement for actual expenses as shall be provided by resolution of the Board of Supervisors.

6.6 Recruitment and Retention Bonus

With the recommendation of the Director of Human Resources and the County Administrator, the Board of Supervisor's may designate by resolution a recruiting and retention bonus for difficult to recruit and retain classifications when there is a tight labor market for the class, more than one vacancy exists, and/or previous recruitments have been unsuccessful.

6.7 Candidate Travel Reimbursement

A. With the recommendation of the Director of Human Resources and the appointing authority, the County Administrator may authorize the Auditor to reimburse certain travel expenses for finalist candidates for selection interviews. The reimbursement may cover airfare, automobile mileage or rental fee up to the value of the equivalent airfare, and hotel costs, up to a maximum of \$1,000. The travel must be of more than 200 miles from Santa Rosa and have the pre-approval of the County Administrator's Office to qualify for this reimbursement.

B. Candidates for Department Head recruitments and select senior management recruitments, as determined by the County Administrator, will be reimbursed for airfare, automobile mileage or rental fee up to the value of the equivalent airfare, and hotel costs at the oral interview stage and at subsequent final selection interviews with the appointing authority. The reimbursement will be based on the lowest cost airfare available and the County will select the hotel with reasonable rates. The reimbursement for these individuals will be based on the actual allowable costs incurred.

**SECTION 7 – ADMINISTRATION OF SALARY SCHEDULE (Amended 6/12/19)**

7.1 Salaries (Amended 6/12/19)

Equity Adjustments:

Effective June 4, 2019: For those benchmark classifications that are below the market average by 4% or less, the A-I Steps will be increased by the percentage listed in Appendix A-1. For those benchmark classifications that are below market average by 4.01% or more, the A steps will be increased by 4%. All salary scales for non-benchmark classifications will be adjusted based on the County's internal salary administration alignments.

Effective May 19, 2020: For those benchmark classifications below the market average by 4.01% or more, the A-I Step will be increased by the remaining percentage needed to reach the total percentage specified in Appendix A-1. All salary scales for non-benchmark classifications will be adjusted based on the County's internal salary administration alignments.

Effective May 19, 2020: Following the salary adjustments above, the County will provide an additional equity adjustment by increasing the A-I step of each job classification in the Salary Table specified in Appendix A-1. All salary scales for non-benchmark classifications will be adjusted based on the County's internal salary administration alignments.

Effective May 18, 2021: The County will provide an additional equity adjustment by increasing the A-I step of each job classification in Appendix A-1. All salary scales for non-benchmark classifications will be adjusted based on the County's internal salary administration alignments.

Salary Adjustments:

Effective July 2, 2019, the County will increase by three percent (3.0%) the A Step of each scale in the Salary Table specified in Appendix A.

Effective June 2, 2020, the County will increase by three percent (3.0%) the A Step of each scale in the Salary Table specified in Appendix A.

Effective June 1, 2021 and May 31, 2022, the County will increase the A Step of each scale in the Salary Table specified in Appendix A, by at least two percent (2.0%) and not more than four percent (4.0%). The actual amount of the increase each year will be based upon the lesser amount of the follow two calculations:

The San Francisco-Oakland-Hayward All Urban Annual Consumer Price Index (CPI-U), issued by the Bureau of Labor Statistics in January 2021 and January 2022 for the preceding December percentage change from December of the prior year.

The County's actual annual growth percentage of secured property taxes collected between fiscal years 2018-19 and 2019-20 for year 3 salary adjustment; and between fiscal years 2019-20 and 2020-21 for year 4 salary adjustment, divided by 1.5 respectively.

7.1.1 Living Wage Minimum Wage Scale

Effective March 29, 2016 all Unrepresented Confidential and Unrepresented employees will have a base hourly rate no less than \$15.00 per hour.

To implement this provision, employees who have a base hourly rate less than \$15.00 per hour shall be moved to the salary step in the salary scale most equivalent to but not less than \$15.00 per hour.

This provision is applicable to both current employees and future hires.

Section 7.1.1 does not apply to intern job classifications.

7.2 Salary Upon Employment

- A. Except as otherwise provided herein, appointment to any position in any class shall be made at the minimum rate, and advancement to rates greater than the minimum rate shall be within the limits of the salary scale for the class.
- B. In exceptional cases after reasonable effort has been made to obtain employees for a particular class at the minimum rate, employment of individuals who possess special qualifications higher than the minimum qualifications prescribed for the particular class may be authorized at a higher rate than the minimum upon recommendation of the appointing authority with the approval of the County Administrator. The appointing authority may authorize an advanced

step salary placement through Step E. County Administrator approval continues to be required for advance step placements for Steps F through I.

7.3 Salary – Consideration Upon Reappointment or Return

A full-time or part-time employee who resigns in good standing and is reappointed on a full-time, part-time, or Extra Help basis in the same or closely related class in the same or in a lower salary scale within five (5) years of resignation, shall not be paid less than two (2) steps below the step paid at the time of resignation. Approval of the County Administrator is only required if the person is rehired at a step which exceeds the step paid at the time of resignation. The appointing authority may authorize an advanced step placement through Step E. County Administrator approval continues to be required for advance step placements Steps F through I.

7.4 Salary – Extra Help to Extra Help or Permanent Appointments

- A. An Extra Help employee who is appointed to an allocated part-time or full-time position in any class and without a break in service, shall be paid at a step in the appropriate salary scale which is nearest in the amount to that of the step received while employed in the Extra Help position. Employment at a higher salary step not to exceed the maximum of the scale may be authorized upon recommendation of the appointing authority and approval by the County Administrator. The appointing authority may authorize an advanced step placement through Step E. County Administrator approval continues to be required for advanced step placements for Steps F through I.
- B. An Extra Help employee who is appointed to another Extra Help job without a break in service shall receive the salary rate step in the new scale which is closest to but not exceeding the rate paid in the former range. This provision does not apply to Extra Help employment in more than one Extra Help position.
- C. When an Extra Help employee returns within one (1) year from the date of separation to the same position, which the employee previously occupied or to a similar position paid on the same salary scale, the employee shall receive the same step of the scale as the employee received upon separation. Such employee shall be considered for merit increase when the employee's total hours in pay status before and after separation and restoration equal the number of hours required for a merit increase.

7.5 Salary Upon Restoration

Any full-time or part-time employee displaced, laid off, or voluntarily demoted in lieu of layoff, and reappointed within two (2) years in the same class from which separated, or in a closely related class in the same salary scale, or in a lower salary scale than the class from which separated, shall be paid at the same step in the salary scale as the employee was paid at the time of displacement, layoff or voluntary demotion, or the step of the scale which is closest to but not exceeding the rate the employee is currently being paid as a County employee, whichever is greater. Such employee shall be considered for merit increase when the employee's total hours in paid status before and after separation and restoration equal the number of hours required for merit increase.

7.6 Salary Upon Promotion (Amended 6/14/16)

- A. Except as otherwise provided herein, any full-time or part-time employee who is promoted to a position of a class allocated to a higher salary scale than the class from which the employee was promoted shall receive the salary step rate of the appropriate scale which would constitute an increase of salary most closely equivalent to but not less than five percent (5%) of the employee's step rate before promotion, but not less than the minimum salary scale for the new class nor greater than the maximum salary scale of the new class.
- B. An employee who receives a promotion from any classification not in Administrative Management Unit 50 to a classification in Administrative Management Unit 50 allocated to a higher salary scale than the classification from which the employee was promoted shall receive the salary step of the appropriate scale that would constitute an increase of salary most closely equivalent to but not less than ten (10) percent of the employee's salary step before promotion but not less than the minimum salary step of the new class or greater than the maximum salary step of the new class.
- C. If a promotion occurs in the same pay period a merit increase is due and approved, the merit increase shall be computed first and subsequently the increase due to promotion.
- D. An employee who is promoted shall be considered for a merit increase when the employee's total hours in pay status, exclusive of overtime subsequent to promotion, equals one thousand forty hours (1,040). The effective date of the merit increase shall be in accordance with Section 7.21 (Merit Increase – Effective Date).

7.7 Salary – Upon Promotion – Advanced Salary Step

Upon promotion of a full-time or part-time employee to a new class, the appointing authority may recommend to the County Administrator that the person being promoted receive a rate of pay that is higher than that to which the employee is entitled but in no way exceeds the top of the scale. The appointing authority may authorize an advanced salary step placement through Step E. County Administrator approval continues to be required for advance step placements for Steps F through I.

7.8 Salary – Upon Demotion During Probation (Failed Probation)

A full-time or part-time employee who, during the employee's probationary period, is demoted to a class which the employee formerly occupied in good standing during the same period of continuous employment in paid or unpaid status, shall have the employee's salary reduced to the salary the employee would have received if the employee had remained in the lower class. The employee's eligibility for merit advancement shall be determined as if the employee had remained in the lower class throughout the employee's period of service in the higher class.

7.9 Salary – Upon Involuntary Demotion

A full-time or part-time employee, to whom the circumstances described in Section 7.8 above do not apply, who is demoted involuntarily to a position of a class which is allocated to a lower salary scale than the class from which the employee is demoted, shall have the employee's salary reduced to the salary in the scale for the new class next lower than, but not more than five percent (5%) lower than the salary received before demotion, except that such employee will not be paid more

than the maximum of the scale of the class to which the employee is demoted. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.10 Salary – Upon Voluntary Demotion

A full-time or part-time employee, to whom the circumstances described in Section 7.8 above do not apply, who is demoted voluntarily or who displaces as a result of layoff to a position in a class which is allocated to a lower salary scale than the class from which the employee is demoted, shall receive the highest salary step in the scale for the new class which does not exceed the salary received before demotion, but not exceeding the maximum of the salary for the new class. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.11 Salary – Upon Reappointment from Voluntary Demotion

Any full-time or part-time employee who is demoted voluntarily and who is reappointed on a full-time or part-time basis in the same class within two (2) years shall be reappointed at either the same step the employee received at the time of demotion or the salary step nearest the amount of the employee's present salary step, whichever is greater.

7.12 Temporary Assignment to a Higher Class (Amended 3/19/13)

An employee assigned by the appointing authority to perform the majority of duties of a limited term project position, with the approval of the County Administrator and the Director of Human Resources, or to a higher classification to fill a vacancy caused by resignation, separation, promotion, or an extended leave of absence, must complete the required personnel forms and must meet the minimum qualifications of the higher classification or position. Such employee shall be paid according to the salary of the scale for the new class which would constitute an increase in salary at the step most closely equivalent to five percent (5%) greater than the employee's salary before promotion, but not less than the minimum salary of the new class, or not greater than the maximum salary of the new class or a salary rate assigned to the limited term project position. The employee shall receive this salary as long as the employee continues to serve in such assignment and shall be entitled to receive any authorized increases for the higher class as described in Section 7.13 (Temporary Promotion - Merit Increase Eligibility) below.

7.13 Temporary Promotion – Merit Increase Eligibility (Amended 3/19/13)

Temporary assignments shall be administered in the following manner:

- A. If an employee assigned to a higher class has not yet reached the “I” step in the lower class, in-service hours while temporarily assigned to a higher class shall count as time served in the lower class for purposes of merit increase(s). If employee reaches the “I” step of the lower class while temporarily assigned, all subsequent in-service hours worked while assigned to the higher class will begin counting toward a merit increase in the higher class.
- B. If an employee is at the “I” step of the lower class when assigned to the higher class, in-service hours while temporarily assigned to a higher class shall count as time served in the higher class for purposes of merit increase(s) beginning with the first hour assigned in the higher class.
- C. An employee who is subsequently reassigned by the appointing authority within 12 months of the ending date of the most recent temporary assignment shall be considered for a merit increase in the higher class when the employee’s total cumulative hours in the higher class are in accordance with Subsection 7.19 –Merit Advancement. However, if the employee received

credit toward a merit increase in the lower class for hours worked in a temporary assignment as provided in Subsection 7.13 (a), such hours shall not also count toward a merit increase in the higher class.

7.14 Salary – Upon Transfer (Amended 11/2/10)

A full-time or part-time employee who transfers from one allocated position to another allocated position in the same job class shall be placed at the same salary step that the employee was receiving prior to the transfer. A full-time or part-time employee who transfers from one allocated position in a job class to another allocated position in a closely related job class as defined in the Civil Service Rules for which s/he possesses the minimum qualifications shall be paid in the new scale nearest in amount to what the employee received prior to transfer.

7.15 Salary – Upon Reallocation of Class

An employee in a position of a class which, is reallocated from one salary scale to another, shall continue to receive the same salary step.

7.16 Salary – Upon Reclassification of Position – Same Salary Scale

Whenever a position is reclassified to a class, which is allocated to the same salary scale, the incumbent shall retain the same salary received prior to the reclassification if the incumbent is appointed to fill the position in accordance with the Civil Service Rules.

7.17 Salary – Upon Reclassification of Position – Higher Salary Scale (Amended 6/12/19)

Except as otherwise provided herein, whenever a position is reclassified to a class which is allocated to a higher salary scale, the salary of the incumbent shall be increased as provided by this Section upon promotion and include any subsequent merit increase considerations, as provided in Section 7.20. For job classifications that are within the purview of the Civil Service Commission, upon approval by the Civil Service Commission of the reclassification of an employee to an existing job classification at a higher salary scale, the incumbent shall temporarily receive salary as provided in Section 7.6 Salary Upon Promotion above, beginning the next full pay period following the Commission's approval. Such temporary salary will end on the effective date the Board of Supervisors adopts the classification recommendation.

7.18 Salary – Upon Reclassification of Position – Lower Salary Scale

Whenever a position is reclassified to a class, which is allocated to a lower salary scale, the salary of the incumbent shall be provided by this Section upon voluntary demotion if the incumbent is appointed to fill the position in accordance with the Civil Service Rules. Whenever the effect of a reclassification is to reduce the salary of an incumbent, the Board of Supervisors may, upon recommendation by the Director of Human Resources, direct that the incumbent shall continue to receive the previously authorized salary until separation of employment in the position, or until a percentage increase in pay may be authorized, whichever occurs first. Appropriate records shall show an incumbent as being paid at a special fixed rate (Y-Rate) of the salary scale for the employee's class.

7.19 Salary – Upon Reclassification – New Job Classification (Added 6/12/19)

For reclassification in which an incumbent is recommended by the Human Resources Director to

be reclassified to a new job classification, the incumbent shall receive a temporary 5% premium beginning the next pay period following Human Resources' distribution of the interested parties notice of the reclassification recommendation, in accordance with Civil Service Rule 3.2E. The temporary premium will end on the effective date the classification recommendation is approved or denied by the Civil Service Commission or governing body.

For any reclassification to a new job class, the temporary premium does not guarantee a particular salary outcome for the new job classification. The official placement of the incumbent employee salaries will be pursuant to Section 7.6 Salary Upon Promotion or Section 7.18 Salary - Upon Reclassification of Position Lower Salary Scale.

7.20 Automatic Salary Increase (Added 6/12/19)

Whenever the date of approval for a classification study by the respective governing body is greater than two years from the date Human Resources notified the requesting party of approval to conduct the classification study, and when the final recommendation results in reclassifying an incumbent(s) to a job classification with a higher salary range, the incumbent shall automatically be entitled to receive a base hourly rate of pay 5% higher than what is provided under Section 7.6 Salary Upon Promotion above, not to exceed the I Step of the salary scale.

7.21 Merit Advancement (Amended 3/19/13)

A. Merit Advancement Within Salary Scales: Merit increases within a scale shall not be automatic. They shall be based upon merit and shall be made only upon written approval by the employee's appointing authority. Merit increases shall be made within the appropriate salary scale for the class by computing the new salary step rate which is most closely equivalent to two and a half (2 ½), five (5), seven and a half (7 ½), or ten (10) percent higher than the previous base hourly salary subject to the criteria below in 7(b). The usual merit increase for Satisfactory or Exceeds Standards, as documented by a written performance evaluation, shall be five (5) percent. The Department Head has the option of giving no increase or a two and a half (2 ½) percent increase for less than overall satisfactory performance.

To request a flexible merit increase (any other than five percent (5%), or to award a merit in advance of eligible date), the appointing authority must complete the Flexible Merit Increase form and attach the employee's performance evaluation then forward to the County Administrator for approval. This Section shall not be grievable or appealable under any County resolution, ordinance, policy or practice. An employee whose merit increase is denied by the appointing authority may, upon request, meet and discuss with the appointing authority the reasons for the denial. The decision of the appointing authority shall be final.

B. Merit – Special Advancement: Either (1) or (2) can be chosen, but may not be combined. Increase cannot exceed ten percent (10%) in the previous twelve (12) months.

1. Upon recommendation of the appointing authority and approval by the County Administrator, an employee may be given a five percent (5%) merit step advancement

before regularly scheduled as provided in Section 7.20. Such special salary advancement shall be documented by an overall Outstanding rating with no areas of improvement needed in the written performance evaluation. Only one such special increase can be given in a twelve (12) month period or in the first twelve (12) months following appointment to the position.

2. An employee may be advanced in the salary scale based on merit at seven and one half percent (7 ½%) or ten percent (10%) increase, documented by an overall Outstanding rating in the written performance evaluation with no areas rated Improvement Needed. A seven-and-one-half percent (7 ½%) or ten percent (10%) increase must have the recommendation of the appointing authority and approval by the County Administrator.

#### 7.22 Merit Increase – Total Hours Required

Each employee shall be considered for an initial merit increase when the employee's total hours in pay status exclusive of overtime within the current class equals one thousand forty (1,040) hours. Each such employee shall be considered for subsequent merit increases when the employee's total hours in pay status exclusive of overtime, at each step to which advanced, equals two thousand and eighty (2,080) hours. Notwithstanding the above, employees in the classification of Student Intern, Law Clerk or Senior Law Clerk may be considered for a merit increase following the completion of each school semester of internship experience with the approval of the Director of Human Resources. This Section shall not be grievable or appealable under any County resolution, ordinance, policy or practice. An employee whose merit increase is denied by the appointing authority may, upon request, meet and discuss with the appointing authority the reasons for the denial. The decision of the appointing authority shall be final.

#### 7.23 Merit Increase – Effective Date (Amended 12/15/09)

The effective date of the merit increase shall be the start of the work day during which the employee becomes eligible for the merit increase.

#### 7.24 Salary for Extra Help Employment on Three Step Scale

Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented Extra Help employee in a position wherein the salary scale is established pursuant to a negotiated Memorandum of Understanding between the County and Operating Engineers, Local 39 shall be paid within a three step system, the steps being E, G, and I of the respective salary scale listed in the current Memorandum of Understanding. Appointment to any Unrepresented position shall be made at the minimum rate, i.e., Step E.

#### 7.25 Salary Reduction in Pay Upon Discipline

For a full-time or part-time Confidential or Other Unrepresented employee who has his/her pay reduced in accordance with Civil Service Rule 10.4, the reduction in pay shall apply to regular hours worked, including hours treated as hours worked, currently paid administrative leave, jury duty, military leave and compassionate leave. The rate reduction excludes premiums, overtime, vacation and compensatory time accruals and usage, and vacation, sick and compensatory time pay off. Pursuant to Civil Service Rule 10.4, a reduction in pay shall not exceed five (5) percent of the employee's salary step prior to the reduction and shall not exceed one thousand forty (1,040)

hours in duration. Section 7.23 does not apply to Administrative Management employees.

## **SECTION 8 – PREMIUM PAY (Amended 6/12/19)**

### **8.1 Premium – P.O.S.T.**

Each Unrepresented employee in the class of Deputy Sheriff II, Sheriff's Sergeant, District Attorney Investigator I, District Attorney Investigator II, Senior District Attorney Investigator, Welfare Fraud Investigator I, Welfare Fraud Investigator II, Public Defender Investigator I, and Public Defender Investigator II who have been awarded a valid certificate issued by the California Commission on Peace Officers' Standards and Training (POST), shall be eligible for POST premium compensation at the same rate of pay as described in the Memorandum of Understanding representing permanent employees in the same classification.

Each Sheriff who has been awarded an advanced certificate issued by the California Commission on Peace Officer's Standards and Training (POST) shall be eligible for POST premium compensation upon presentation of said certificate to the County. Each eligible Sheriff who has been awarded a valid advanced certificate shall receive three percent (3%) of base hourly rate thereafter, added to the employee's base hourly rate for all compensation purposes.

The payments set forth in this Section (8.1) shall become effective at the beginning of the first full pay period following the date of eligibility or application for the specified POST premium, whichever date is later.

### **8.2 Premium – Shift Differential**

Employees designated as Unrepresented Confidential or Unrepresented shall be entitled to receive shift differential if the employee is assigned to work, and actually works an evening or night work shift.

A. Shift differential shall be paid only for hours worked on the defined shift. An employee whose shift starts 7 a.m. or later and ends by 7 p.m. shall not be eligible for shift pay.

B. An employee must actually work more than fifty percent (50%) of his or her shift hours between 2 p.m. and 10 p.m. to receive the evening shift differential premium specified in this Subsection (8.2(c)). An employee must actually work more than fifty percent (50%) of his or her shift hours between 10 p.m. and 8 a.m. to receive the night shift premium specified in subsection 8.2(d).

C. Evening Shift Premium: An additional five percent (5%) above the employee's base hourly rate for each hour actually worked on an evening shift.

D. Night Shift Premium: An additional ten percent (10%) above the employee's base hourly rate for each hour actually worked on a night shift.

E. Employees in job classes represented by other bargaining units entitled to receive shift premium pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

8.3 Premium Pay – Confidential Employees

Employees designated as Unrepresented Confidential employees shall be entitled to receive a premium pay of ninety cents (\$.90) per hour.

8.4 Premium Pay – Nurse Practitioner / Physician Assistant (Amended 3/19/13)

Each Unrepresented employee in the classification of Public Health Nurse I or Public Health Nurse II who meets the minimum qualification for employment as a Nurse Practitioner/Physician Assistant, and who is assigned to perform the duties normally ascribed to the classification of Nurse Practitioner/Physician Assistant, shall be paid at the salary step of the scale for such higher classification which corresponds to the salary step of the employee's salary scale for each hour assigned and actually worked at said classification. An entry will be made in the employee's personnel file to document the employee's service as a Nurse Practitioner/Physician Assistant.

8.5 Bilingual Pay (Amended 3/19/13, 6/14/16)

When a Department Head designates an Unrepresented Administrative Management position or Unrepresented Confidential position or an Unrepresented position which requires bilingual skills on the average of at least ten percent (10%) of the employee's work time, such an employee in the designated position shall first demonstrate a language proficiency of job-related terminology acceptable to the Department Head and the Director of Human Resources. Thereafter, the employee shall be entitled to the payment of one dollar (\$1.15) per hour of bilingual pay differential for every hour the person actually worked. Employees in job classes represented by other bargaining units entitled to receive bilingual pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

8.6 Bilingual Pay – Termination of (Amended 3/19/13)

When a Department Head determines that a designated bilingual employee is no longer utilizing his/her bilingual skills at least ten percent (10%) of the employee's time for three consecutive pay periods, the County may remove the employee from the list of designated bilingual employees and the employee will no longer be entitled to receive Bilingual Pay, unless re-designated by the Department Head at a later date.

8.7 Bilingual Pay – Daily Assignment

When (a) a Department Head has designated an Unrepresented/Confidential position which requires bilingual skills on the average of at least ten percent (10%) of the employee's work time, and (b) an employee has been assigned on an on-going basis to carry out such assignment, and (c) the employee so assigned becomes absent by virtue of temporary leave such as sick leave, vacation, or compensatory time off, then the Department Head may assign an employee to carry out the required bilingual duties of the assigned position on a daily basis. This back-up person, having first demonstrated a proficiency of job-related terminology acceptable to the Department Head and the Director of Human Resources, shall be entitled to the bilingual premium specified in Section 8.5 per hour for all hours actually worked in a daily assignment.

8.8 Extra Help Employees

Each Unrepresented Extra Help employee in the class of Occupational Therapist I, Occupational Therapist II, Physical Therapist I and Physical Therapist II shall be paid a premium of ten percent (10%) above the employee's base hourly rate.

8.9 Premium Pay for Detention & PES/CSU Facilities (Amended 10/21/14)

8.9.1 Detention Facility

An Unrepresented Extra Help employee in a classification represented by Engineers and Scientists of California (ESC) who is assigned to work in a detention facility shall receive the premium pay specified in the ESC current contract above the employee's base hourly rate for all hours worked in the detention facility. Only those detention facilities listed in the ESC contract under Section 13.7 (Premium Pay for Detention Facilities) are eligible for this premium.

8.9.2 PES/CSU

Effective 10/14/14, an Unrepresented Extra Help employee in a classification represented by Engineers and Scientist of California (ESC) who is assigned to work in the Psychiatric Emergency Services/Crisis Stabilization Unit (PES/CSU) shall receive the premium pay specified in the ESC current contract above the employee's base hourly rate for all hours worked in the PES/CSU facility.

8.10 Patient Care Manager / Family Nurse Practitioner Certified

When required by a position, as determined by the appointing authority, an employee in the class of Patient Care Manager who is certified as a Family Nurse Practitioner (FNP) shall be paid as a Patient Care Manager/FNP, as specified in Appendix A.

**SECTION 9 – STAND-BY**

9.1 Stand-By Defined

Stand-by duty requires that an employee be designated by the County, be ready to respond as soon as possible, be reachable by telephone or pager, be able to report to work in a reasonable amount of time, and refrain from activities which might impair their ability to perform assigned duties.

9.2 Stand-By Compensation (Amended 3/19/13)

When the County assigns an Unrepresented Confidential or Unrepresented employee to standby duty, the County shall compensate the employee at the rate of \$4.75 per hour for all standby compensation. If and when the County calls and employee back to work, the employee shall be paid call-back pay described in Section 9.3 and shall not receive standby until the employee returns to standby status. The County shall not pay an employee for both call back and standby pay for the same hours worked.

Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented Extra Help employee in a position wherein the salary scale is established pursuant to a negotiated Memorandum of Understanding between the County and other unions shall be paid at the same rate of pay as other employees in the bargaining unit for each hour assigned to stand-by with a

minimum eight (8) hour stand-by assignment. No stand-by shall be considered as time worked. In no case shall an employee continue to receive stand-by pay once called back to work.

9.3 Call-Back (Amended 3/19/13)

Unrepresented Confidential employees and Unrepresented employees who are called back to work after having completed the normal shift and after having left the work site, shall be entitled to receive a minimum of two (2) hours or for each hour actually worked, whichever is greater, at the rate of one and one-half (1 ½) times the employee's base hourly rate of pay. Time worked, for which to employee is entitled to call-back compensation, shall include reasonable travel time to and from the employee's residence via the shortest commonly traveled route. No employee shall continue to receive standby pay once called back to work or while receiving call back pay for hours worked, or while guaranteed minimum is paid. For purposes of computing overtime, only time actually worked and travel time shall be considered. The County shall not pay an employee for call-back pay, standby pay, and phone work pay during the same period of time. Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented Extra Help employee in a position wherein the salary scale is established pursuant to a negotiated Memorandum of Understanding between the County and other unions shall be paid at the same rate and manner as other employees in the bargaining unit when called back.

9.4 Phone Work Compensation (Amended 3/19/13)

With the Department Head's approval, an Unrepresented employee or an Unrepresented Confidential employee may be called upon to resolve work related problems by telephone without having to return to the work site. Compensation for such work shall be a minimum of one (1) hour at the rate of one and one-half (1 ½) times the employees base hourly rate of pay for any hour in which a telephone call is made or received. In the event a later telephone call is received after the prior one (1) hour of telephone work time, and the call required the employee to again resolve work-related problems by telephone, the employee shall be paid for an additional one (1) hour at the rate of one and one half (1 ½) times the employees base hourly rate of pay for all telephone calls made or received within that next hour. Phone work performed during a regularly scheduled telecommuting assignment is not eligible for payment under this Section. The County shall not pay an employee for call-back pay, standby pay, and phone work pay during the same period of time.

## **SECTION 10 – MILEAGE REIMBURSEMENT**

10.1 Mileage Reimbursement (Amended 6/12/19)

An employee designated as Unrepresented Confidential, Unrepresented Administrative Management or Unrepresented who is authorized to and does provide a motor vehicle for travel required of the employee in the performance of official duty shall be reimbursed at the standard IRS business mileage rate. Mileage reimbursements must be submitted no later than 90 days following the date of travel.

10.2 Automobile Expense Allowance – Department Heads (Amended 5/16/06, 6/12/19)

Notwithstanding Section 10.1, all non-elected Department Heads who do not have permanent overnight assignment of a County vehicle shall receive a flat rate two hundred fifteen dollars

(\$215) per pay period as reimbursement for all private vehicle mileage on official County business. Elected Department Heads who do not have permanent overnight assignment of a County vehicle shall receive a flat rate of three hundred twenty dollars (\$320) per pay period as reimbursement for all private vehicle mileage on official County business. Department Heads who currently have permanent overnight assignment of a County vehicle may elect to receive the automobile allowance in lieu of such assignment. Permanent assignment of an automobile will only be available to new Department Heads by Board approval if specifically required by the emergency nature of the position. Such officials receiving the flat rate reimbursement may, in addition, receive mileage reimbursement at the rate specified in Section 10.1 for mileage driven outside the boundaries of Sonoma County. Travel expenses to destinations served by common air carrier from San Francisco or Oakland International Airports shall be compensated at the lesser of the mileage reimbursement rate or the least expensive airfare to the destination. Officials receiving the flat rate reimbursement shall file necessary documents in accordance with instructions from the Auditor-Controller-Treasurer-Tax Collector. Officials receiving the flat rate reimbursement shall not use County vehicles on official County business except as required in extraordinary circumstances.

## **SECTION 11 – CLOTHING AND EQUIPMENT**

### **11.1 Issuance**

The Board of Supervisors may, by resolution, provide for the issuance to employees of specific classes or departments of specific items of clothing or equipment which may be required in the performance of their official duties.

### **11.2 Personal Property Reimbursement**

Upon recommendation of the appointing authority, the County, in accordance with Government Code Section 53240, shall provide for payment of the costs of replacing or repairing property or prostheses of an employee, such as eyeglasses, hearing aids, dentures, watches, or clothing necessarily worn or carried by the employee when any such items are lost or damaged in the line of duty without negligence by employee. If the items are damaged beyond repair, the actual value of such items may be paid. The value of such items shall be determined as of the time of the loss thereof or damage thereto in accordance with the Personal Property Claims Guide as provided by Board of Supervisors Resolution No. 56420, dated January 18, 1977, and as amended by Board of Supervisors Resolution No. 90-0721 dated April 24, 1990.

### **11.3 Safety Shoes/Boots (Amended 3/19/13, 6/12/19)**

Extra Help Park Ranger Assistants shall have the option once in each two-year period to receive a voucher toward the purchase of safety shoes or boots. All vouchers shall be issued at two hundred twenty five (\$225) towards the purchase of required safety boots or one hundred twenty (\$120) toward the purchase of required safety shoes.

### **11.4 Cell Phone Stipend (Added 6/12/19)**

Effective September 10, 2019, upon submission of a signed eligibility form, all administrative management employees, appointed and elected Department Heads, and Board of Supervisor Aides, who may use their personal cell phone for County business as determined by their

appointing authority, and are not assigned a County issued cell phone, will be provided an optional monthly taxable stipend of \$50/month.

**SECTION 12 – STAFF DEVELOPMENT & WELLNESS (Amended 7/22/14, 6/14/16, 12/11/2018, 6/12/19)**

12.1 Staff Development and Wellness Benefit Allowances (Amended 7/22/14, 6/14/16, 6/12/19)

Effective July 1, 2019 subject to budgeted funds for this program, full-time and part-time (.40 FTE and greater) employees who are in allocated positions are eligible for Staff Development/Wellness Benefit Allowance each fiscal year. As specified in the chart below, full-time and part-time employees may receive reimbursement pursuant to the provisions of the Staff Development/Wellness Benefit Allowance Program. Funds may not be carried over from year to year, and may be taxable pursuant to Internal Revenue Code.

**Annual Staff Development/ Wellness Benefit Allowance**

Bargaining Unit	Full-Time (1.00 FTE)	<sup>3</sup> / <sub>4</sub> Time (> .75 FTE)	Part-Time (.40 - .74 FTE)
BU: 00 Unrepresented	\$1,000	\$500	\$500
BU: 51 Confidential	\$1,000	\$500	\$500
BU: 49 - Board of Sups BU: 52 – Elected DH BU: 52 – Dept Heads	\$1,850	\$1,850	\$1,250
BU: 50 – Admin Mgmt	\$1,700	\$1,700	\$1,160

12.2 Guidelines

The Director of Human Resources shall develop, modify, implement and administer guidelines for the use of the County’s Staff Development Benefit Allowance Program, in compliance with IRS regulations.

12.3 Continuing Education Leave

When a continuing education course is offered during an employee's normal work schedule, the employee may be authorized continuing education leave. Such leave authorization shall be subject to the approval of the employee's appointing authority and must be directly related to the employee's present position or career advancement within the present department. Continuing education leave shall be considered as time worked.

12.4 In-Service Training

Attendance at in-service training courses may be authorized by the appointing authority.

12.5 Payment for In-Service Training

There are three ways the expenses of the program may be paid:

- A. By the County: Expenditures for travel, meals, lodging, registration and other items included annually within the department budget.
- B. By other public or private agencies: Expenditures paid by grants from the State or Federal governments, from private organization or from professional organizations.
- C. By the individual employee: The employee may pay the in-service training expenses in whole or in part from their Staff Development Benefit Allowance funds , or from the employee's private resources, if the employee requests and receives approval from the appointing authority for paid release time to attend the authorized training.

12.6 Non-Grievable

Sections 12.1 through 12.7 of this Resolution shall not be grievable or appealable under any County policy, resolution or rule.

**SECTION 13 – DEFERRED COMPENSATION**

13.1 Incentive Retirement Savings Plan (Amended 7/22/14, 6/14/16, 6/12/19)

Effective with the pay period beginning June 4, 2019, the County shall deposit the following percentage of an employee’s bi-weekly base salary into the 401(a) account of each Unrepresented Administrative Management employee, Department Head, each Unrepresented Confidential employee, and each Unrepresented employee. (Extra Help employees are not eligible for County contributions under this program; see PST/457 Section 13.4).

	<b>*Foundation Contribution</b>	<b>**Matching Contribution</b>
Department Heads	3.0%	1.0%
Administrative Management	3.0%	1.0%
Confidential Employee	1.90%	1.0%
Other Unrepresented Employee	1.90%	1.0%

\* Reflects amount of county bi-weekly contribution to 401(a) plan of 1.9% or 3% of employee’s bi-weekly base salary.

\*\* County match made bi-weekly to a 401(a) plan based on an employee’s bi-weekly contribution to a County deferred compensation plan, not to exceed 1% of bi-weekly base salary in addition to the foundation contribution listed above.

In order to receive such County contributions, each employee must be in pay status for at least fifty percent (50%) of the employee's regular work schedule in a pay period.

Nothing herein renders the County liable to any employee for continuance of the current deferred compensation plan in the event of a discontinuance of Internal Revenue Service or Franchise Tax Board approval of any County deferred compensation plan or portion thereof or the employee becoming ineligible to participate in the deferred compensation plan.

Any employee, Board member, or Elected Department Head who continues to receive County contributions under any prior deferred compensation plan will not be eligible for County contributions to the Incentive Retirement Savings Plan.

County paid contributions under this Subsection 13.1 (Incentive Retirement Savings Plan) shall not be included in the calculations of retirement.

The provisions of this program are subject to Federal and State law and will be modified to comply with any legislative changes including any contribution limits as required by the Public Employees' Pension Reform Act.

13.2 Deferred Compensation – Voluntary Plan (Amended 3/19/13)

The County will maintain a voluntary deferred compensation plan IRC §457(b) for all employees eligible under Federal law and the rules of the deferred compensation plan.

13.3 PST/457 Deferred Compensation Retirement Plan

Part-time (less than 0.50 FTE) and Extra Help employees who are hired on or after October 1, 1991, shall participate in the PST/457 Deferred Compensation Retirement Plan authorized by Internal Revenue Code Section 457 in lieu of Social Security. The County shall contribute to the employee's PST/457 deferred compensation account according to the following schedule:

EMPLOYEE	COUNTY
3.5%	4.0%

The Sonoma County Water Agency employees are not included in the PST/457 Deferred Compensation Plan as they are presently covered by Social Security.

**SECTION 14 - HEALTH AND WELFARE BENEFITS FOR ACTIVE EMPLOYEES**

(Amended 5/18/10, 3/19/13, 3/15/16, 5/22/18, 7/10/18, 12/11/18, 6/12/19)

14.1 Active Employee Health Plans (Amended 6/12/19)

An eligible employee is:

A County of Sonoma probationary or regular full-time or probationary or regular part-time employee (refer to Section 14.2.6 regarding plans offered and pro-ration of benefits for part-time employees).

An eligible dependent is:

- Either the employee's spouse or registered domestic partner and has a Declaration of Registered domestic partnership filed with the State of California as defined in California Family code Section 297, et. seq; or
- A child up to age 26 or a disabled dependent child regardless of age.

An eligible employee is allowed only to enroll either as a single subscriber in a County offered medical, dental, vision plan and/or dependent life insurance, or as the dependent of another eligible

County employee/retiree, but not both.

If an employee is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., an employee and his or her dependents cannot be covered by more than one (1) County offered health plan).

14.2 Enrollment in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans

Election to enroll in the County offered health plan is required within the first 31 days following date of hire to permanently allocated position of .40 FTE or greater, or it will be made during an annual enrollment period. Enrollment in vision and basic life insurance is automatic. Mid-year enrollment can only be permitted as allowed by IRC Section 125 or as required by HIPAA or other applicable regulations. The effective date of benefits will be the first of the month following date of hire or initial eligibility.

14.2.1 County Offered Medical Plans

The County will offer at least the following medical plans, the County Health Plan PPO, County Health Plan EPO, and Kaiser HMO plan. The benefit provisions are outlined in the Summary Plan Description or Evidence of Coverage.

14.2.2.1 County Contributions Toward Active Employee Medical (Amended 6/12/19)

County Contribution Plan Year 2019-2020

Effective the pay period beginning June 4, 2019, the County shall contribute up to the maximum of the following amounts based on level of coverage for eligible full and part time employees and their eligible dependent(s) enrolled in a County-offered medical plan.

Employee only	\$700 per month (\$350 semi-monthly)
Employee plus one	\$1400 per month (\$700 semi-monthly)
Family	\$1980 per month (\$990 semi-monthly)

County Contribution Plan Year 2020-2021

Effective the pay period beginning May 19, 2020 the County shall contribute up to the maximum of the following amounts based on level of coverage for eligible full and part time employees and their eligible dependent(s) enrolled in a County-offered medical plan.

Employee only	\$742 per month (\$371 semi-monthly)
Employee plus one	\$1,484 per month (\$742 semi-monthly)
Family	\$2,100 per month (\$1,050 semi-monthly)

Effective the pay period beginning May 18, 2021 the County shall contribute up to the maximum of the following amounts based on level of coverage for eligible full and part time employees and their eligible dependent(s) enrolled in a County-offered medical plan.

Employee only	\$786 per month (\$393 semi-monthly)
Employee plus one	\$1,574 per month (\$787 semi-monthly)
Family	\$2,224 per month (\$1,112 semi-monthly)

Effective the pay period beginning May 17, 2022 the County shall contribute up to the maximum of the following amounts based on level of coverage for eligible full and part time employees and their eligible dependent(s) enrolled in a County-offered medical plan.

Employee only	\$834 per month (\$417 semi-monthly)
Employee plus one	\$1,668 per month (\$834 semi-monthly)
Family	\$2,358 per month (\$1,179 semi-monthly)

This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their eligible dependent(s).

The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 14.2.6

#### 14.2.3 Dental Benefits (Amended 6/14/16, 7/10/18)

The County offers dental and orthodontic benefits to full and part-time regular employees and their eligible dependent(s). Benefits provisions, co-payments and deductibles are outlined in the Evidence of Coverage. The employee contribution is \$14.13 semi-monthly (\$28.26 per month).

Effective August 1, 2018, the employee contribution shall be suspended for a period of 22 months, resuming June 1, 2020.

The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 14.2.6

#### 14.2.4 Vision Benefits

The County offers vision and computer vision care benefits to full-time active employees and their dependent(s) with no employee contribution.

Part-time employees are automatically enrolled in the vision benefit and the County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section. Benefits provisions, co-payments and deductibles are outlined in the Evidence of Coverage.

#### 14.2.5 Life Insurance (Amended 6/14/16, 6/12/19)

The County provides a basic term-life insurance plan in the amounts specified below for an allocated full-time equivalent position of sixty (60) hours or more (0.75 FTE or more) with no employee contribution. Enrollment in basic life insurance is automatic, based on eligibility.

Confidential and Unrepresented Employees: One and one half (1-1/2) time the annual salary not to exceed \$500,000 maximum benefit, computed on the basis of 26.089 times the bi-weekly salary in effect at the time of death. Administrative Management and Department/Agency Heads: Two (2) times the annual salary computed on the basis of 26.089 times the bi-weekly salary in effect at the time of death. Unrepresented Employees: Ten thousand dollars (\$10,000).

#### Dependent Life Insurance

Each eligible and enrolled employee may purchase through payroll deduction, dependent coverage of \$5,000 for each eligible dependent. For all other plan benefits and provisions, refer to the insurance policy document.

#### Supplemental Life Insurance

Eligible employees may purchase additional life insurance coverage for themselves at their own expense upon initial eligibility or during the annual enrollment periods specified in Section 14.2 (Enrollment in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans). Confidential, Unrepresented, Administrative Management, and Department Head employees may purchase supplemental coverage in increments one times (1X) to four times (4X) the basic coverage to a maximum of \$500,000, in accordance with the insurance carrier's policy. Effective 7/19/2016 Unrepresented employees may purchase supplemental coverage in increments of \$10,000 not to exceed the maximum of \$500,000 which includes the County paid basic term life insurance plan and additional life insurance coverage purchased by the employee, in accordance with the insurance carrier's policy.

Participating employees and the County will be required to follow the insurance company's contracted requirements with respect to the maximum amounts and the necessity for evidence of insurability in order to be eligible to receive the benefit as may be amended from time to time and may be based on actual participation by County employees in the program. An employee enrolled in supplemental coverage who moves from one age bracket to the next higher bracket will have to pay the rate of the higher age bracket beginning the January of the year in which the employee moves to the higher age bracket.

#### 14.2.6 Part-Time Employee – Health Benefits

A. Part-time employees in allocated positions of thirty two (32) hours or more biweekly (0.40 FTE minimum) shall be eligible to participate in the County's medical, dental, and vision plans and the County's contribution toward their premiums shall be pro-rated. Pro-ration shall be based on the number of pay status hours in the pay period,

excluding overtime and including periods of qualified FMLA, CFRA and CDPL leaves without pay.

- B. A part-time Unrepresented Administrative Management, Unrepresented, or Confidential employee, whose allocated position is 0.75 FTE or greater bi-weekly, shall receive medical, dental and vision coverage as if the part-time employee were a full-time employee. Said part-time employee shall receive life insurance and long-term disability insurance in accordance with the employee's FTE.
- C. Except for part-time (0.75 FTE+) employees referred to in this Section 14.2.6(b), part-time employees shall not be eligible to participate in the County's life insurance program

14.3 Health Reimbursement Arrangement (HRA) Contribution (Amended 4/9/13, 3/15/16, 12/11/18, 6/12/19)

Prior County contributions made pursuant to this Section continue to be available to Plan participants for reimbursement of eligible medical care expenses as incurred by an eligible employee or dependents(s) as under Internal Revenue code Sections 105 and 106.

HRA contributions made pursuant to this Section are separate and apart from HRA contributions and benefit eligibility for Retiree Medical for employees hired on or after January 1, 2009, pursuant to Section 15.6. Health benefits in this Section 14 are available only to active employees.

Section 14.3 does not apply to Extra Help employees and unrepresented employees in the job classifications of: 0841 - Assistant Executive Officer LAFCO, 2537 - Forensic Psychiatrist, 2536 - Mental Health Physician, and 2535 - Public Health Physician.

14.4 Employee Assistance Program

The County provides an Employee Assistance Program (EAP) for all employees at no cost to the employee.

14.5 Long-Term Disability

The County shall provide and pay the premium for a Long-Term Disability (LTD) benefit as described in the applicable policy certificate to all full and part-time employees (0.40 FTE minimum) who meet the eligibility requirements. Enrollment in the long term disability benefit is automatic. The benefit waiting period is the longer of 60 days, or the period you elect to receive paid leave. Employees eligible to receive LTD benefits are not required to exhaust sick leave before receiving LTD benefits, but an employee who chooses to use sick leave or other paid leave after the sixtieth (60<sup>th</sup>) day of disability is not eligible to receive any LTD benefits until the employee stops using paid leaves. LTD benefits cannot be supplemented with any paid leave. LTD benefits will be offset by any applicable income, such as short-term disability benefits, social security and social security disability benefits, etc.

14.5.1 Long-Term Disability Claims Dispute

The claims dispute process is described in the policy certificate. Human Resources-

Risk Management Division will assist employees with claims dispute.

14.6 Short-Term Disability – Payroll Deductions (Added 6/12/19)

The County agrees that permanent Confidential employees may purchase Short-Term Disability Insurance coverage as may be offered by the SEIU Union Insurance Services, at their own expense, through bi-weekly payroll deductions. Each employee is responsible for submitting to SEIU Union Insurance Services his/her own application for Short-Term Disability Insurance and any subsequent material required by the insurance provider. The County is not responsible for deductions not taken or premiums unpaid while an employee is in an unpaid status.

14.7 Workers' Compensation Claims Disputes

Any dispute by an employee over a claim processed through workers' compensation shall be resolved solely through the appropriate appeal procedures of that system.

14.6.1 Workers' Compensation Temporary Disability – Supplementing with Paid Leave

An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury, compensable by temporary disability shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular bi-weekly base salary as follows:

- ❑ All sick leaves shall be taken until the remaining sick leave balance is 40 hours or less.
- ❑ Once the sick leave balance is forty (40) hours or less, the employee may elect to supplement by taking any combination of the remaining sick leave, vacation, and/or compensatory time off up to his/her base salary.
- ❑ Employees whose sick leave balance is forty (40) hours or less may also elect not to supplement at all.

An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

14.8 Medical / Pregnancy Disability Leave (Amended 6/12/19)

When an employee exhausts all but forty (40) hours of sick leave and goes on medical or pregnancy disability leave without pay, the County will make its normal contribution to the employee's medical, dental, vision care, life insurance and LTD benefits for a period not to exceed thirteen (13) pay periods per disability. Beginning with the fourteenth (14th) pay period, the employee will be entitled to continue coverage through COBRA Continuation of Coverage and is responsible for making a timely election and paying COBRA premiums by the due date. Prior to the exhaustion of the thirteenth (13th) pay periods, the County will provide reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits.

An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the thirteen (13) pay periods of entitlement under this Section (14.7) shall not have the thirteen (13) pay period entitlement reduced for any pay period in which the employee is in pay status for at least fifty percent (50%) of the employee's allocated full time equivalent as

specified in this Section 14.7 (Medical/Pregnancy Disability Leave). If the employee returns to medical or pregnancy disability leave without pay for the same condition, the thirteen (13) pay period time frame will continue where it left off and will be reduced only for those pay periods when the employee's pay status hours fall below fifty percent (50%) of the allocated full-time equivalent.

The County's thirteen (13) pay period Medical Leave without pay benefit entitlement shall run concurrent with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL).

The employee's entitlement under COBRA law begins when the employee is no longer eligible for a county contribution toward medical benefits. When the employee returns to fifty percent (50%) allocated full time equivalent in pay status, eligibility for a county contribution toward health benefits is regained. Benefit coverage begins the first of the following month once a completed and signed Employee Benefits Enrollment/Change form is received by Human Resources Benefits Unit within 31 days of the return from leave.

#### 14.8.1 Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will cease to pay its normal benefit contributions.

The employee must pay the total benefit premium(s), if the employee desires to continue coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to not less than fifty percent (50%) of the employee's regular schedule in a pay period, the County will continue to pay its normal benefit contributions.

#### 14.8.2 Continuation of Health Benefits Coverage (Revised 3-19-13)

An employee, who is entitled to continued benefit coverage as specified in Section 14.7 or 14.7.1, must notify the Auditor-Controller-Treasurer-Tax Collector's office (ACTTC) no later than five (5) County business days after the first (1<sup>st</sup>) day of the leave of absence, of the employee's intent to continue insurance coverage.

A Request for Leave Without Pay form signed by the employee and his/her appointing authority shall be forwarded to the ACTTC's office when leave is authorized. To assure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period or the date specified in the notice. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to prevent a lapse in coverage due to non-payment, the employee shall pay a \$25.00 late charge in addition to the premium amount due by the date specified in the reminder notice.

Only one (1) reminder notice will be sent. If the employee fails to make proper payment within 30 days of the first due date, the employee's medical, dental, vision, life insurance and Long-Term Disability coverage shall be terminated. Coverage will not be reinstated until the 1<sup>st</sup> of the month following return to pay status once a completed and signed Employee Benefits Enrollment/Change

form is received by Human Resources Benefits Unit within 31-days of the return from leave.

#### 14.8.3 Part-Time Employees – Health Benefits During Leave of Absence

Part-time employees shall be eligible to participate in the medical benefit plans and/or the dental plans on a prorated basis, as defined in Section 14.2.6. For pay periods with no pay status hours, pro-ration shall be based on the employee's FTE. Part-time employees shall be entitled to participate in Long-Term Disability as specified in Section 14.5 (Long-Term Disability).

#### 14.8.4 COBRA

The County provides continuation of health benefits at group rates plus 2% as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, including any applicable subsequent amendments or revision where applicable.

#### 14.9 Salary Enhancement Plans

All employees who belong to the Sonoma County Employees' Retirement Association shall have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code which has the effect of deferring Federal and State income taxes on the employee's retirement contributions.

#### IRS Section 125

##### *Premium Conversion*

The County shall continue under IRS Code Section 125 to administer a Health Care Premium conversion Plan that allows eligible employees to make their required contributions towards health premiums with pre-tax dollars through payroll deduction. The County will make no contribution to this plan, however, it will bear the cost of administering this benefit.

##### *Health Flexible Spending Account*

The County provides a Health Flexible Spending Account (FSA) to enable eligible employees to set aside pre-tax dollars for reimbursement of employee's qualified medical expenses not reimbursed by the employee's health insurance plan and will be provided to the maximum amount stipulated in the Plan and consistent with law.

##### *Dependent Care Assistance Program*

The County provides a Dependent Care Assistance Program subject to the limitations and maximums as stipulated under law.

#### 14.10 Benefits: Plan Documents and Other Controlling Documents

While mention may be made in this resolution of various provisions of benefit programs, specific details of benefits (including disputes and/or appeals) provided under County offered health plans shall be governed solely by the plan documents or insurance contracts and/or policies maintained by the County. The County will bear no responsibility for resolving disputes/appeals between an employee and a contracted health plan vendor. Within this Section, vendor refers to insurance company, Knox-Keene organizations licensed in the state of California to provide health benefits, benefits administration, or network management.

14.11 Extra Help Employees – Applicable Benefits

Only benefits required by law and the following Sections of Section 14 apply to Extra Help employees: Sections 14.4 (Employee Assistance Program), 14.9 (Plan Documents and Other Controlling Documents), 14.6 (Workers' Comp-Claims Dispute), Sections 14.11 through 14.17 (Extra Help Employees – Medical Benefits).

14.12 Extra Help Employees – Medical Benefits (Amended 3/15/16)

Extra Help employees shall have access to a medical plan. The County will offer all available health plans, excluding the County EPO and County PPO plans, to eligible extra help employees and their eligible dependent(s) as is provided to regular employees as described in Section 14.2.1.

14.13 Extra Help Employees – Medical Benefits, Eligibility (Amended 3/15/16)

Employees who meet the following criteria will be eligible to begin payroll deductions once both criteria are met:

- Must generally be scheduled to work at least forty (40) hours per pay period
- Worked at least eighty (80) hours in the previous two (2) pay periods.

14.14 Extra Help Employees – Contribution Rates for Medical Plan

Effective with the first premium due, the County contribution shall be up to four hundred dollars (\$400) per month.

Pro-ration shall be as follows:

1. For each pay period in which the Extra Help employees work forty (40) or more hours, the full County contribution will be paid.
2. For each pay period in which the Extra Help employee works more than twenty (20) but fewer than forty (40) hours, the above amounts shall be prorated in proportion to the number of hours worked in the pay period.
3. For each pay period in which the Extra Help employee works fewer than twenty (20) hours, no County contribution will be made.
4. Premiums for the plan will be paid in advance on the first two pay dates of the month prior to the coverage effective date and on the first two pay dates of every month thereafter. When payment has been made in full, coverage will take effect on the first of the month following payment and shall end on the last day of the same month. Coverage will be month to month and is dependent on full payment of premiums and subject to continued eligibility.

The employee premiums shall be paid through pre-tax payroll deduction as allowed by IRS Code Section 125.

14.15 Extra Help Employees: Continued Coverage and Conditions for Regaining Eligibility for Medical Plan

An Extra Help employee who is enrolled in the medical plan who fails to work at least twenty (20) hours in any pay period in which a premium deduction was due, will be eligible to contribute toward the medical coverage by paying the full amount of the premiums by payroll deduction if sufficient funds are available to fully cover the deduction. Premium payments not paid by payroll deduction will be due in the ACTTC's Payroll Office by the last day of the pay period in which there were

insufficient hours worked. A \$25 late fee will apply for each payment not received by the due date.

Premium payments not paid by payroll deduction but paid directly to the ACTTC's Office may be continued for a maximum of three (3) months or upon the exhaustion of any approved CPDL, CFRA, or FMLA benefit period, whichever is later.

- A. Employees who choose to pay timely premiums directly to the ACTTC's Office by cash or check without a lapse in coverage shall resume premium payment by payroll deduction on the first available pay date following their last cash premium payment without a lapse in coverage.
- B. Employees who choose to lapse their coverage during a period of absence may do so by notifying the ACTTC's Payroll Office in writing no later than seven (7) days after the premium due date. Coverage will be lost for the months not paid. Premium payment by payroll deduction shall restart on the first pay date of a month with sufficient funds to cover the cost of premiums due and shall continue until discontinued by a written cancellation notice, non-payment of premiums, a temporary lapse in coverage in accordance with this Section, or separation from employment. Coverage will not restart until a full month's premiums are paid in full.
- C. Employees may choose to cancel their coverage by completing the appropriate forms.
- D. Employees who fail to make any of the above elections or who fail to pay premiums when due shall receive one notice of payment due and shall have their coverage canceled for failure to respond.
- E. The County reserves the right to cancel an employee's active coverage if the employee lapses coverage more than three (3) times, or a similar frequency that is determined to be an administrative burden.

Employees who choose option (C) or are canceled under item (D) or (E) must wait until the next annual enrollment period to re-enroll.

An employee who loses coverage under this Section may be eligible to elect COBRA continuation of coverage if he or she is no longer eligible to pay premiums directly to the Auditor-Controller-Treasurer-Tax Collector's (ACTTC) payroll division. The failure to pay premiums or the election to lapse or cancel coverage are not COBRA qualifying events.

#### 14.16 Extra Help Employees: Medical Plan – Dependent Coverage

Covered employees may purchase dependent coverage for eligible dependents at their own expense through pre-tax payroll deduction as allowed by IRS Code Section 125.

#### 14.17 Extra Help Employees: Enrollment in Medical Plan

Approximately two (2) months prior to the anticipated eligibility date, the County shall provide enrollment materials to the employee. The employee then has twenty one (21) calendar days to complete and submit the enrollment forms. If coverage is waived upon initial eligibility, election to participate in the medical plan can only be made during an annual open enrollment period designated by the County or as required by law.

14.18 Extra Help Employees: Medical Benefits & Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or California Pregnancy Disability Leave (CPDL)

Eligible Extra Help employees who are off work on an FMLA or CFRA or CPDL qualifying leave shall receive a County contribution toward medical insurance equal to the average amount received in the two (2) pay periods immediately preceding the first (1<sup>st</sup>) pay period of eligible leave. Employees must pay their share of the medical insurance premiums in order to maintain coverage and to continue to be eligible for a County contribution. Employees must file an Extra Help FMLA/CFRA/CPDL Request for Leave form along with appropriate medical documentation with their department. Upon approval, the leave form signed by the employee and his/her appointing authority shall be forwarded to the ACTTC's office.

An employee who is eligible for this continued benefit shall notify the ACTTC's payroll division of the employee's intent to continue insurance coverage no later than five (5) County business days after the first day of the leave.

To ensure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period for which premiums were due. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to prevent a lapse in coverage due to non-payment, the employee shall pay a \$25.00 late charge in addition to the premium amount by the date specified in the reminder notice. Only one (1) reminder notice will be sent. If the employee fails to make proper payment within 30 days of the first due date, the employee's continued medical insurance shall be terminated.

**SECTION 15 – MEDICAL BENEFITS FOR RETIREES**

15.1 Retiree Medical Coverage (Amended 3/17/09, 12/11/18)

- A. An eligible retiree and eligible dependent(s) (as defined below), may but are not required to enroll in a County offered medical plan, Retirees who elect to enroll in a County offered medical are allowed only to enroll either as a subscriber in a County offered medical plan or, as the dependent spouse/registered domestic partner of another eligible County employee/retiree, but not both. If an employee/retiree is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., a retiree and his or her dependents cannot be covered by more than one County offered plan).

An eligible dependent is<sup>1</sup>:

- Either the retiree's spouse or registered domestic partner as documented by a Declaration of Domestic Partnership filed with the State of California, as defined in California Family code Section 297, et. seg.
  - An unmarried child up to age 26, or a disabled dependent child regardless of age.
- B. An eligible retiree must enroll in a County offered retiree medical plan at the time of retirement unless the retiree waives medical insurance coverage and/or the retiree's eligible

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<sup>1</sup> As defined in each plan document/summary plan description.

dependent(s) by completing a retiree waiver form. A retiree who waives medical coverage will be allowed to re-enroll themselves and any eligible dependent(s), upon the following conditions being met:

- 1) The retiree must re-enroll within 30 days of losing other insurance coverage and provide the County with evidence of such loss of other coverage, or,
- 2) At the latest, the retiree must re-enroll, or lose eligibility to receive a County contribution toward the retiree medical plan, no later than 60 days after the effective date of the retiree's Medicare coverage.
- 3) The retiree's re-enrollment is required in order for any eligible dependent(s) to be enrolled in a County offered medical plan, except as follows in #4 below.
- 4) The retiree may add an eligible dependent spouse or registered domestic partner at a time later than the date the retiree enrolls as provided in Section Article 15.1 A above.
- 5) Eligible dependent children must be enrolled at the time the retiree elects coverage.

15.2 County Contribution toward Retiree Medical Plans – Employees Hired Before January 1, 2009 and Retired On or After July 1, 2016 (Amended 7/12/11, 12/11/18)

A. Eligibility. To be eligible for this benefit, the retiree must have:

- 1) Completed at least 10 years of consecutive regular full-time paid County of Sonoma service employment. The equivalent worked or purchased regular part-time County service time can be counted toward the 10 years. However, any miscellaneous purchased service time such as extra help, contract, and leave of absence service time does not count toward this eligibility requirement, and
- 2) Have been a contributing member of the Sonoma County Employees' Retirement Association (SCERA) for the same time period, and
- 3) Retire directly from County service
- 4) Laid-Off & Restored Employees (Amended 7/12/11): Employees who were employed by the County prior to January 1, 2009, but who were laid off thereafter shall be eligible for the benefits described in this Article 15.4 provided that they are subsequently restored to County employment, pursuant to Civil Service Rule 11.4, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this Section. The break in service caused by the layoff shall be bridged upon restoration such that, although no service time is earned during the break, consecutive service is restored for eligibility for this benefit. To the extent allowed by law they shall not be eligible for the benefits described in Article 15.6 (County Contribution toward Retiree Medical Plans - Employees Hired On or After January 1, 2009 - Effective January 1, 2009).

B. County Contribution. The County shall contribute toward the cost of County offered medical plans for any eligible retiree whether or not the retiree covers eligible dependent(s), up to \$500 a month. The County's contribution amount is subject to change at any time by amendment to this resolution by the County Board of Supervisors.

- C. Additional Dependents. Retirees eligible under this Section may enroll eligible dependent(s) in the County offered medical plan elected by the retiree but the retiree is responsible for all premium costs in excess of the County's contribution.

15.3 Medicare Part B Reimbursement

The County's reimbursement of the retiree's Medicare Part B premium will continue for those hired before January 1, 2009. Effective January 1, 2009, the amount will be frozen at the 2008 rate of \$96.40. This reimbursement is in addition to the County's contribution for the retiree's medical plan premium as described above.

15.4 County Contribution toward Retiree Medical Plans – Employees Hired On or After January 1, 2009 – Effective January 1, 2009 (Amended 7/12/11)

For employees hired on or after January 1, 2009, the County shall contribute to a Defined Contribution retiree medical benefit plan for each eligible employee in the form of a deposit into Health Reimbursement Arrangement (HRA) account, as described below. Any eligible retiree and eligible dependent(s), as defined below, may enroll in a County offered medical plan, but the retiree is responsible for all costs (including County offered retiree medical plan and Medicare Part B premiums).

A. Eligibility

- 1) An employee must have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the eligibility period described below.
- 2) Regular full-time employees and part-time employees in an allocated position of .5 full-time equivalent or greater, hired on or after January 1, 2009 are eligible to receive a County HRA contribution, if they have completed two (2) full years of consecutive Sonoma County regular service (excluding overtime) in pay status.
- 3) If an employee separates employment before meeting the eligibility requirement, the employee shall receive no benefit.
- 4) Laid-Off & Restored Employees. Employees who were employed by the County on or after January 1, 2009, but who were laid off thereafter shall be eligible for the benefits described in this Article 15.6 provided that they are subsequently restored to County employment, pursuant to Civil Service Rule 11.4, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this Section. The break in service caused by the layoff shall be bridged upon restoration such that, although no service time is earned during the break, consecutive service is restored for eligibility for this benefit.

B. County Contribution (Amended 6/12/19)

- 1) Initial County Contribution:
  - a. On the first pay date following completion of the eligibility requirements, regular full-time employees shall receive a lump sum contribution of \$2,400 deposited into an HRA account established in their name.

- b. The lump sum contribution amount for regular part-time employees shall be pro-rated based on their allocated position only (e.g., a regular employee in a 0.5 full-time equivalent allocated position will receive a lump sum contribution of \$1,200 deposited into their HRA account).
- 2) Regular County Contribution:
 

Effective July 2, 2019, after the initial contribution (defined above) is made, the County shall contribute \$0.88 per pay status hour, not including overtime, for each eligible employee. For a full time employee, this equates to approximately \$152 per month or \$1,830 per year, after the initial eligibility period is met.
- 3) Access to Account Balance:
  - a. Participants may access the balance in their HRA account at age 50 or upon retirement from the Sonoma County Retirement System, whichever is earlier.
  - b. Participants may defer accessing the account balance to any time beyond the earliest date described in (a).
  - c. Amounts that remain in the account balance are available to reimburse the participant for the same permitted medical expenses for the spouse and any other dependent covered under the retiree medical plan, however, federal regulations do not permit the inclusion of expenses for registered domestic partners.
- 4) Survivors of eligible retirees with account balances:
  - a. Spouses and eligible dependent children or dependent adults that are disabled may continue to access account balances after the death of the retiree.
  - b. Registered domestic partners are not permitted access to the account balances of the participant by virtue of restriction in the federal regulations that govern these types of accounts
- 5) Forfeiture of account balance:
  - a. If an active employee dies prior to retirement, the amount of account balance is available to participating spouses and dependents to reimburse them for medical expenses permitted under the relevant Section of the Internal Revenue code.
  - b. Account balances in part or in total for active participants or retirees without any eligible spouse or dependent or unused account balances after the death of the last eligible spouse or dependent will be forfeited and returned to all other active and retired participants in the form of a dividend allocated in direct proportion to the amount to be distributed divided by the total account balance for all participants applied to each individual account balance. These distributions will occur within 120 days after the annual certified audit of the plan is submitted to the administrator and the County.

This benefit will be subject to regulation under Section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

15.5 Surviving Dependent – County Contribution beginning June 1, 2009 for Employees Hired Before January 1, 2009

Upon the death of a retiree enrolled in a County offered retiree medical plan, the County will continue to pay the County's contribution toward the medical plan premium costs in the same manner as if the retiree had survived.

An eligible surviving dependent will be allowed to continue their coverage under the same circumstances and with the same County contribution as if the retiree had survived. To be eligible, a surviving dependent must meet each of the following criteria:

1. Have been an eligible dependent of a retiree who was eligible to receive a contribution toward a County offered retiree medical plan under Sections 16.4. prior to the death of the retiree, and
2. Either be enrolled or have waived coverage at the time of the retiree's death.

Any additional surviving eligible dependent(s) enrolled under the retiree's medical plan at the time of the retiree's death, may continue participation in the County offered medical plan but remain responsible for all premium costs in excess of the County contribution.

15.6 Health Reimbursement Account – Surviving Dependent – County Contribution for Employees Hired On or After January 1, 2009

Upon the death of a retiree enrolled in the Defined Contribution retiree medical benefit plan (as defined in Section 15.6), an eligible surviving dependent may continue participation in the County offered medical plan but remains responsible for all costs (including premiums).

To be eligible, a surviving dependent must either be enrolled or have a waiver on file with the County, at the time of the retiree's death.

This benefit will be subject to regulation under Section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

15.7 Dental and Vision Benefits for Elected Department Head Retirees

Effective for those retiring on/after December 10, 2002, an elected Department Head who has served a minimum of (8) years of Sonoma County service shall be eligible for dental and vision benefits for the retiree and any eligible dependents under the same circumstances and upon the same conditions that apply to his/her eligibility to receive medical benefits in effect just prior to retirement, and after a service retirement from their respective office, except that having met the eligibility requirement as stated and if the member's term of office involuntarily ceases prior to the earliest date of eligibility for retirement the elected Department Head may defer election to receive such benefits until the first day of eligibility to receive a benefit from the Sonoma County Retirement System.

**SECTION 16 – MEALS (Amended 6/12/19)**

An appointing authority may arrange for meals to be provided at County expense to employees who are required to be kept on duty for prolonged periods of time or for emergency situations. The cost of County paid meals shall not be included in the employee's base hourly rate.

## **SECTION 17 – SABBATICAL LEAVE**

### **17.1 Requirements**

An appointing authority, within his/her sole discretion, may allow an Unrepresented Administrative Management employee a sabbatical leave from the employee's position with the County for a period not to exceed six (6) calendar months. Prior to commencing the leave, the employee must have served the equivalent of seven (7) years of full-time service in pay status in a position or positions designated by the County as Administrative Management. Each subsequent sabbatical leave shall require the equivalent of an additional seven (7) years of similar service. Any unpaid absence from work which lasted longer than two (2) full pay periods shall not be counted in the qualifying period.

### **17.2 Approval**

An Unrepresented Administrative Management employee must apply for the sabbatical leave in writing to the employee's appointing authority who shall respond to the request in writing by either approving or disapproving the leave. The decision of the appointing authority is final, non-appealable, and non-grievable under any County policy, resolution or rule.

### **17.3 Continuation of Benefits**

During the sabbatical leave and notwithstanding any other Section of this Resolution, the employee shall not receive any regular salary or pay; however, the County shall continue to make its normal contributions for the employee's and their eligible dependents' health, dental, vision care, life, long-term disability benefits, and any other such health and welfare benefits as may be granted Unrepresented Administrative Management employees in the future, as were paid at the commencement of the leave. The employee shall make appropriate payments acceptable to the Auditor-Controller-Treasurer-Tax Collector in order to continue coverage during the period of the sabbatical leave.

### **17.4 Elected County Officials**

Elected County officials are not eligible to apply for, nor take, a sabbatical leave under this Section.

## **SECTION 18 – OTHER COMPENSATION (Amended 3/19/13, 6/14/16, 7/10/18, 6/12/19)**

### **18.1 Fees**

County officers and employees who may collect fees and/or other monies on behalf of the County may retain such fees only when specifically authorized by this Resolution or other resolution of the Board of Supervisors.

### **18.2 Hourly Cash Allowance (Amended 9/16/08)**

The County shall pay each permanent full- and part-time employee, in addition to their hourly regular earning rate from the salary schedule, a cash allowance of three dollars and forty five cents (\$3.45) per pay status hour that the employee is in paid status excluding overtime, up to a maximum of eighty (80) hours in a pay period (or approximately a maximum of six hundred dollars (\$600.00) per month). Such hourly cash allowance is compensation for services rendered in that pay period and shall be taken into account for purposes of computing employees' final compensation for pension purposes, as well as all usual taxation as their regular earning rate from the salary schedule. It shall not be included on the salary schedule and shall not be impacted by future increases in the

salary schedule. It is not intended as a supplement toward medical, dental, or any other insurance or benefit.

18.3 Appointed Department Head Allowance (Added 6/12/19)

Effective June 4, 2019 each regular, full-time, appointed Department Head hired on or after January 1, 2013 who reports directly to the Sonoma County Board of Supervisors, the Board of Commissioners of the Sonoma County Community Development Commission, the Board of Directors of the Sonoma County Water Agency, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, and/or the County Administrator, who do not qualify for pension reciprocity pursuant to Government code Section 7522.02(c), shall receive 2.5% of base hourly rate for each pay period with hours in a paid status. The allowance will be pro-rated based on allocated FTE for part-time employees. This allowance is subject to all applicable federal, state, and local tax withholdings and is not included in wages for computation of overtime or other benefits.

**SECTION 19 – HOURS OF WORK (Amended 3/19/13, 7/10/18)**

19.1 Hours of Work – Purpose of this Section

Section 19 is intended only as a basis for outlining standards for hours of work, work schedules and a basis for calculating overtime payment.

19.2 Types of Employment

- a. Full-Time: Allocated positions which are regularly scheduled to work eighty (80) hours in a bi-weekly pay period.
- b. Part-Time: An allocated position which is regularly scheduled to work less than eighty (80) hours in a bi-weekly pay period.
- c. Extra Help: A non-allocated assignment of duties which is defined in the Civil Service Rules.

19.3 Work Schedules – Flex-Time and Alternative

The County Work Schedules include 5.8, 4/10 and 9/8/1 and flex-time. The appointing authority shall establish and modify work schedules for all employees.

19.3.1 Schedule – Flex-Time Schedule

A Flex-Time work schedule is a non-regular work schedule with or without a consistent pattern as to the number of work hours per day or week, but an arrangement whereby the employee is obliged to perform work and be responsible for flexing the hours of his/her own work schedule in accordance with a written agreement between the employee and the appointing authority.

Employees may request and Department Heads may utilize flex-time schedules whenever such schedules will be beneficial to the County and will not incur overtime beyond the County's usual and customary overtime needs under the employee's regular work schedule. An employee and the County must agree to and complete a written agreement specifying

the work week, scheduled days of the week, and hours to be regularly worked for the flex-time assignment.

The appointing authority may assign an employee to a flex-time schedule; if so assigned, an exempt Unrepresented employee or an exempt Unrepresented Confidential employee will be eligible for overtime only when the hours worked exceed eighty (80) hours in a pay period.

Non-exempt employees assigned to a flex-time schedule will be eligible for compensation for overtime when required by law or when the employee's pay status hours exceed forty (40) in the employee's regular seven (7) day work period. The appointing authority may discontinue the flex-time schedule and reassign an employee to a normal daily work schedule.

If an Unrepresented Confidential or Unrepresented employee requests in writing a change in schedule for the employee's own convenience and the appointing authority grants the request, the employee shall waive overtime as long as the total number of hours does not exceed eighty (80) in any one pay period. Statutory overtime cannot be waived.

Employees in Unrepresented Administrative Management positions shall work any and all hours necessary in the performance of their assigned duties, without overtime and without regard to fixed work schedules.

### 19.3.2 Schedule – Alternative Work Schedules

An Alternative Work Schedule is a regular fixed schedule that is other than the standard 5/8 schedule (eight hours per day, five days per week). Examples include a 4/10 schedule (ten hours per day, four days per week) or a 9/8/1 schedule (eight, nine hour days and one eight hour day with one day off in a biweekly pay period). Such alternatives are offered to allow workable schedules for employer and employee and must not create overtime as required under any sections of this Resolution, or as required by law.

Employees may request and Department Heads may utilize alternative work schedules whenever such schedules will be beneficial to the County and will not incur overtime beyond the County's usual and customary overtime needs under the employee's regular work schedule. An employee and the County must agree to and complete a written agreement specifying the work week scheduled days of the week, and hours to be regularly worked for the alternative work schedule. Non-exempt employees assigned to an alternative work schedule will be eligible for overtime compensation when the employee performs any authorized work in excess of forty (40) hours in a work week. The County reserves the right to discontinue the alternative work schedule and reassign an employee to a normal daily work schedule based on the operation needs of the department.

### 19.3.3 Schedule – Incidental Flex Time

An Unrepresented Confidential or Unrepresented employee may request, and a supervisor may approve, incidental flex time in which an employee works variable work hours with corresponding flex hours off. All requests and approvals shall be in writing. Non-exempt employees must take all flex hours off within the forty (40) hour work week in which the variable hours are worked, and exempt employees must take all flex hours off within the eighty (80) hour pay period in which the variable hours are worked. Employees who participate in an incidental flex time arrangement shall waive daily overtime for time designated as flex time worked.

19.4 Schedule – Notice Required for Change in Work

A. Except in cases where emergency operations require, a notice of a change in work schedule arising from other than transfer or promotion, notice shall be given to the affected Unrepresented Confidential or Unrepresented employee not less than seven (7) calendar days prior to the effective date of the change.

B. If the County fails to give the seven (7) day notice to a full-time employee, the County shall pay the affected employee compensation equaling one and one-half (1-1/2) times the employee's base hourly rate for all hours actually worked on the new regular work schedule until seven (7) calendar days notice is given. However, for each such hour worked that constitutes statutory overtime as defined in Section 20.3, compensation shall be based on the FLSA defined regular rate of pay.

C. If any full-time employee other than Unrepresented Administrative Management has been given seven (7) calendar days advance notice of a shift change and the shift change results in the employee doubling back to work the new shift after leaving the work site, all hours worked on the new shift within the employee's same work day as the former shift will be paid at the employee's base hourly rate, not at overtime, except as otherwise required by law.

D. Part-Time employees shall not be paid at one-and-one-half (1-1/2) for changes in schedule unless it results in overtime due and payable under Sections 20.1, 20.2, or 20.3 of this Resolution.

19.5 Schedule – Employee Request for Change in Work

An employee may submit to the County a written request for a schedule change. The County shall not approve an employee's request for a schedule change if the schedule would result in overtime being built into the schedule.

19.6 Schedule – Voluntary Exchanges of Work

Voluntary schedule exchanges shall comply with department policy, shall be within the same or related work unit, and shall involve employees with comparable ability in a comparable classification. Each employee involved in an exchange shall notify the employee's supervisor. Employees who voluntarily exchanges schedules shall not be paid for overtime resulting from this voluntary schedule change.

19.7 Rest Periods

The County shall grant rest breaks to Unrepresented and Unrepresented Confidential employees, except where unusual operational demands prevent a rest break. Rest breaks will not be

unreasonably or consistently denied. Rest periods shall not exceed fifteen (15) minutes in any four (4) consecutive hours of work and shall be considered as time worked.

19.8 Meal Period – Duty-Free

Employees shall be granted a duty-free meal period during each work shift which exceeds six (6) consecutive hours. The duration of the meal period may be not less than thirty (30) minutes nor greater than sixty (60) minutes and will be scheduled as near to the middle of the work shift as reasonably possible.

Different meal periods may be assigned to different work units in the same County department or division. Duty-free meal periods shall not be considered as time worked.

19.9 Meal Period – Non-Duty-Free

In those special circumstances where the County determines a duty-free meal period is not appropriate with the delivery of efficient and productive services to the public, as determined by the appointing authority, the employee shall be assigned to a non duty-free meal period which shall be considered time worked. If the County plans to take action under this subsection, the department shall give the affected employee(s) advance written notice and provide an opportunity for the affected employee(s) to discuss the issue with the County before final action is taken.

**SECTION 20 – OVERTIME AND COMPENSATORY TIME (Amended 3/19/13, 7/10/18)**

20.1 Overtime – FLSA

Fair Labor Standards Act (FLSA) Overtime shall be defined as hours actually worked in excess of forty (40) hours in a workweek. For the purpose of calculating overtime hours under this Section, the County shall not include any paid time off (for example, sick leave, vacation, and holidays.) Applying FLSA legal standards, the County shall compensate an employee for overtime at the rate of one and one-half (1.5) times the employee’s base hourly rate of pay.

If an employee’s regular workday extends beyond 12 hours, the County shall pay the employee double time for the hours worked beyond 12 hours. Overtime for the non-exempt employee is divided into statutory overtime and non-statutory overtime. Statutory overtime is all overtime required by the Fair Labor Standards Act. For the regular non-exempt employee it is defined as all hours worked in excess of forty (40) hours in a regular seven (7) day work period; or, for employees with a 7(j) exemption, it is all hours worked in excess of eight (8) in a regular work day or all hours worked in excess of eighty (80) in a regular fourteen (14) day work period. For law enforcement employees with a 7(k) exemption, it is all hours worked in excess of eighty-six (86) in a regular fourteen (14) day work period. For fire-fighting employees with a 7(k) exemption, it is all hours worked in excess of two hundred and twelve (212) in a regular twenty-eight (28) day work period.

20.2 Overtime – FLSA Overtime Not Cumulative

FLSA Overtime shall not be compounded, pyramided or cumulative. The County shall not pay an employee for compounded, pyramided, or cumulative overtime compensation even though more than one of the conditions or eligibility standards described this Section may apply to a particular unit of time.

20.3 Overtime – Non-Statutory – Non-Exempt Employee

Non-statutory overtime for non-exempt employees is defined as hours in pay status in excess of forty (40) hours in a seven (7) day work period or eighty (80) hours in a fourteen (14) day work period; or hours in pay status in excess of the normal full-time daily work schedule established by the County (in excess of eight (8) hours for the 5/8 schedule, nine (9) hours for the 9/8/1 schedule, or ten (10) hours for the 4/10 schedule and other full-time daily work schedules that may be prescribed by the County); or any other circumstance except Section 20.1 (Overtime – FLSA) where overtime pay is provided for non-exempt employees elsewhere in this Resolution. Overtime is also defined as hours actually worked on the seventh (7th) consecutive full (8, 9 or 10 hour) day and any consecutive full (8, 9 or 10 hour) days worked thereafter; however, individual employees may waive such overtime.

20.4 Overtime – Non-Statutory – Exempt Employees

Non-statutory overtime for exempt employees is defined as hours in pay status in excess of eighty (80) hours in a pay period; or hours in pay status in excess of the normal full-time daily work schedule established by the County on a regular work day (in excess of eight (8) hours for the 5/8 schedule, nine (9) hours for the 9/8/1 schedule, ten (10) hours for the 4/10 schedule and other full-time daily work schedules that may be prescribed by the appointing authority); or any other circumstance where overtime pay is provided for exempt employees elsewhere in this Resolution. Overtime is also defined as hours actually worked on the seventh (7th) consecutive full (8, 9 or 10 hour) day and any consecutive full (8, 9 or 10 hour) days worked thereafter; however, individual employees may waive such overtime.

20.5 Overtime – Assignment of

- A. An appointing authority may require and authorize an employee to work overtime if such overtime is essential to the continuing efficient operation of the department in which the employee works.
- B. No employee other than an Unrepresented Administrative Management employee shall work overtime unless authorized by the employee's appointing authority.
- C. Except in an emergency, no employee other than an Unrepresented Administrative Management employee shall be required to work in excess of sixteen (16) hours in any 24-hour period.

20.6 Overtime – Earned

Except as described within Sections 20.14 (Overtime In a Board-Designated Emergency) and 20.15 (Overtime for Exempt Emergency Services Managers), all overtime shall be earned at the rate of one and one-half (1-1/2) hours for each one (1) overtime hour worked through the twelfth (12<sup>th</sup>) consecutive hour, and after the twelfth (12<sup>th</sup>) consecutive hour, overtime shall be earned at the rate of two (2) hours for each one (1) overtime hour worked. Overtime compensation for non-exempt employees will be payable with compensation for the pay period in which the regular work weekends or later as permissible by law.

- 20.7 Overtime – Compensation for Exempt Employees  
Exempt employees shall be compensated for accrued overtime either in cash at the employee's base hourly rate or as compensatory time off.
- 20.8 Overtime – Compensation for Non-Exempt Employees  
Non-exempt employees shall be compensated for overtime earned either in cash or as compensatory time off. Statutory overtime shall be compensated in accordance with law utilizing all permissive credits. Non-statutory overtime earned shall be compensated either in cash at the employee's base hourly rate or as compensatory time off.
- 20.9 Compensatory Time Off (CTO) – Employee Choice (Amended 10/21/14, 7/10/18)  
The employee assigned to overtime and eligible for compensatory time off (CTO) shall make an irrevocable choice each time such overtime is worked whether to be compensated in cash at one and one-half (1.5) times the base hourly rate or in compensatory time off until a maximum of one hundred twenty (120) hours of compensatory time have been accrued.
- 20.10 Compensatory Time Off (CTO) – Cash Out  
At no time, other than separation, shall an employee with a CTO balance greater than 0.1 hours voluntarily or involuntarily "cash out" compensatory time that has been accrued. Balances of less than 0.1 hours shall be paid in cash at the base hourly rate at the end of March each year.
- 20.11 Compensatory Time Off (CTO) – Cash Pay Only  
When one hundred twenty (120) hours of compensatory time are accumulated, the department will compensate the employee in cash at one and one-half (1.5) times the base hourly rate for any additional overtime worked.
- 20.12 Compensatory Time Off (CTO) – Authorization for Use  
No employee shall take compensatory time off without prior approval of the employee's appointing authority. The appointing authority shall attempt to schedule such time off at the time agreeable to the employee.
- 20.13 Compensatory Time Off – Payment at Separation  
Each employee who is separated from County service shall be entitled to payment for accrued compensatory time at the employee's base hourly rate at the time of the employee's separation or as otherwise required by law.
- 20.14 Overtime In a Board-Designated Emergency (Amended 6/12/19)  
Unrepresented Administrative Management employees and appointed Department Heads shall be eligible for straight-time overtime when working beyond forty (40) hours in a week due to a local, state or federal disaster declaration by the Board of Supervisors, and as authorized by the County Administrator. Under no circumstances, shall an employee designated as Unrepresented Administrative Management or an appointed Department Head be paid or be compensated in any manner for overtime except under such conditions as may be set forth by the Board of Supervisors.
- 20.15 Overtime for Department of Emergency Management and Fire Marshal (Amended 6/12/19)  
All exempt Administrative Management and the Director in the Department of Emergency

Management, and the Fire Marshal will be eligible for straight-time overtime for qualifying mutual aid events in excess of twelve (12) hours only if the County is entitled to reimbursement for that employee's time from a third party. Such overtime will be paid at the Department Head's discretion only after the County has received either advance approval for the reimbursement, or the reimbursement itself.

## **SECTION 21 – HOLIDAYS (Amended 3/19/13, 7/10/18)**

### **21.1 Holidays – Paid (Amended 3/19/13)**

The County shall provide full-time and part-time County employees the following paid holidays provide that the employee is in paid status on the employee's regularly scheduled workdays before and after the paid holiday. For full-time employees, this holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the holiday falls.

Paid Holidays are as follows:

- (1) New Year's Day, January 1<sup>st</sup>\*
- (2) Martin Luther King's Birthday, third Monday in January
- (3) Lincoln's Birthday, February 12<sup>th</sup>\*
- (4) Presidents' Day, the third Monday in February
- (5) Cesar Chavez Day, March 31<sup>st</sup>\*
- (6) Memorial Day, the last Monday in May
- (7) Independence Day, July 4<sup>th</sup>\*
- (8) Labor Day, the first Monday in September
- (9) Veteran's Day, November 11<sup>th</sup>\*
- (10) Thanksgiving Day, as designated by the President
- (11) The day following Thanksgiving Day
- (12) Christmas Day, December 25<sup>th</sup>\*
- (13) Each day appointed by the Governor of the State of California and formally recognized by the Board of Supervisors of the County of Sonoma as a day of mourning, Thanksgiving or special observance.

*\*Date Specific Holidays*

### **21.2 Floating Holidays (Amended 7/10/18)**

Confidential, Unrepresented, Administrative Management, Appointed Department Heads, and other unrepresented employees (excluding elected officials), will be granted eight floating holiday hours at the beginning of each calendar year. To use the floating holiday hours, the employee must be in a paid status on the employee's regularly scheduled workdays before and after the floating holiday hours. The timing of the employee's use of the floating holiday shall be subject to advance approval of the Department Head or designee. The floating holiday hours may be taken at any time during the calendar year, but may not be carried over into the next calendar year. Further, there will be no cash out of floating holiday hours. Floating holiday hours must be taken in no less than 1/10 of an hour increments. Each part-time employee shall be entitled to a prorated number of hours based on allocated FTE at the time of the annual calendar year allocation.

### 21.3 Holidays – Day Observed

If a date specific holiday listed in Section 21.1 falls on a Saturday, the preceding Friday shall be the County observed holiday in lieu of the day observed. If a date specific holiday listed in Section 21.1 falls on a Sunday, the following Monday shall be the County observed holiday.

### 21.4 Holidays – Compensation For (Amended 5/20/14)

For the purpose of this Section (21.4), holiday pay is defined as eight (8) hours of pay at the employee's base hourly rate, excluding overtime, shift differential, premium pays or any other pays except as otherwise provided by this Resolution.

- A. An employee regularly scheduled to work on either the actual date of a paid holiday or the date on which the holiday is observed is entitled to receive holiday pay. An employee who is regularly scheduled to work both the actual date of the paid holiday and the date on which the holiday is observed is only entitled to receive one (1) day of holiday pay.
- B. Excepting an Unrepresented Administrative Management employee, an employee who is required to work on a paid holiday shall receive overtime for the time actually worked. Any full-time employee whose regularly scheduled day off falls on a holiday shall observe the holiday (and not work) on one or more of the employee's regularly scheduled work days during the same pay period as the County observed holiday, or during the pay period immediately preceding or following the same pay period as the County observed holiday. This holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the holiday falls. Unrepresented Management employees who must occupy a fixed post position that requires staffing 24-hours a day, seven days a week, 365 days per year, shall elect to receive a maximum of eight (8) hours of holiday compensatory time or eight (8) hours of paid holiday for hours actually worked on an assigned holiday as provided in Section 21.1 (Holidays – Paid). In order to receive this benefit, the affected employee must work an entire shift.
- C. Any part-time employee shall, for each holiday in the pay period, receive holiday pay equivalent to one-tenth (1/10) of an hour regularly scheduled to be worked based on the employee's ongoing work schedule. If the employee's total hours in pay status (excluding the holiday benefit) exceeds the hours regularly scheduled to be worked, the employee shall receive holiday pay equivalent to one-tenth (1/10) of an hour for each hour in pay status (excluding the holiday benefit). This holiday pay shall not exceed eight (8) hours for each holiday nor be less than three and two-tenths (3.2) hours for each holiday in the pay period.
- D. Extra Help employees are not covered by Section 21 except for provisions of Section 21.4(b), above.

## **SECTION 22 – VACATION (Amended 12/15/09, 3/19/13, 6/14/16, 7/10/18, 6/12/19)**

### 22.1 Vacation – Maximum Accumulation

Each employee designated as Unrepresented Confidential and Unrepresented, other than Extra Help employees as defined in the Civil Service Rules, shall accrue and may use vacation leave with full pay providing that the maximum accumulation shall be no more than two hundred

eighty (280) hours. Each employee designated as Unrepresented Administrative Management and appointed Department Heads, shall accrue vacation at the rate specified in the table in Section 22.3, and the maximum accruals are as specified in the same table.

22.2 Vacation – Part-Time Employees

Part-time employees shall accrue vacation leave on a pro-rata basis; usage and accrual shall be governed by the same rules and regulations applicable to full-time employees.

22.3 Vacation – Accrual Rates (Amended 12/15/09, 3/19/13, 6/14/16, 6/12/19)

Effective the pay period beginning July 5, 2016, each employee who has completed the following in-service hours shall accrue vacation at the appropriate rate shown below. In-service hours include all hours in pay status up to a maximum of eighty (80) hours in a pay period. In lieu of overtime, during each year Unrepresented Administrative Management employees and Department Heads have seven and one half (7 ½) days (60 hours) of Administrative Leave added to their vacation accrual. Elected Department Heads shall accrue seventy-seven (77) hours of Administrative Leave per year. The equivalent days and the maximum accumulation columns below for Appointed Department Heads and Administrative Management employees include both vacation and administrative leave. Rates shown below will be adjusted to reflect any unpaid time in each pay period. The accrual rates and maximum accumulated hours are shown in the chart below:

<b>VACATION ACCRUAL RATES UNREPRESENTED CONFIDENTIAL &amp; UNREPRESENTED EMPLOYEES</b>			
<b>Years Comp Full-Time Service</b>	<b>No. of Comp In-Service Hours</b>	<b>Vacation Accrual per 80 In-Service Hours</b>	<b>Maximum Accumulation</b>
0 – 5	0 – 10,434	4.94	280
5 - 10	10,435 - 20,870	5.25	280
10 - 15	20,871 - 31,305	6.48	280
15 - 20	31,306 - 41,741	7.09	280
20 - 25	41,742 - 52,177	7.70	280
More than 25	52,178 or more	8.01	280

<b>VACATION ACCRUAL RATES UNREPRESENTED ADMINISTRATIVE MANAGEMENT, APPOINTED DEPARTMENT HEADS</b>				
<b>Years Comp Full-Time Service</b>	<b>No. of Comp In-Service Hours</b>	<b>Vacation Accrual Per 80 In- Service Hours</b>	<b>Admin Leave Accrual Per 80 In- Service Hours</b>	<b>Maximum Accumulation</b>
0 – 10	0 - 20,870	5.25	2.30	500

<b>VACATION ACCRUAL RATES</b> <b>UNREPRESENTED ADMINISTRATIVE MANAGEMENT, APPOINTED</b> <b>DEPARTMENT HEADS</b>				
10 – 15	20,871 - 31,305	6.48	2.30	500
15 – 20	31,306 - 41,741	7.09	2.30	500
20 – 25	41,742 - 52,177	7.70	2.30	500
More than 25	52,178 or more	8.01	2.30	500

22.4 Vacation Accrual Upon Reappointment

Each employee with 10,435 in-service hours (five or more years) who resigned in good standing and is reappointed within two (2) years, shall be credited with 4,174 hours (2 years) of service for purposes of new vacation accrual. Each employee who was laid off and is reappointed within two (2) years shall be returned to the place on the accrual table (in Section 22.3, above) that the employee occupied when laid off. (Amended 12/15/09, effective with implementation of HRMS)

22.5 Vacation Schedules

Vacation schedules shall be arranged by appointing authorities with particular regards to the needs of the service, and whenever possible, with regard to the wishes of the employee. Every effort shall be made to arrange vacation schedules so that each employee will take as much vacation in a year as accrues to the employee in that year. Each employee's vacation time may be so divided as the needs of the service require or permit. No employee may take vacation without advance approval of the appointing authority. No employee may take vacation leave in advance of that actually accumulated at the time such leave is taken.

22.6 Vacation – Payment for Unused Vacation (Amended 6/12/19)

A.22.6.

Each Unrepresented Administrative Management, elected or appointed Department Head, Unrepresented Confidential, or other Unrepresented employee who is separated from County service shall be entitled to payment in lieu of all unused vacation leave and administrative leave which the employee accumulated as of the employee's last day of work and shall be computed on the base hourly rate at the time of separation of County service.

B.22.6.

Any County employee who is subsequently appointed or elected into an elected County office, will retain all vacation and/or administrative leave balances accrued through the date of assuming elected office. Such leave accrual will remain available until such time as the elected official leaves office and/or is separated from County service, and will be entitled to payment of all unused leave as provided in Section 22.6.a, above.

C.22.6.

Any County employee previously covered under a memorandum of understanding, who is subsequently appointed or elected into an elected County office, shall be eligible for distribution of unused vacation and/or administrative leave accruals in the same manner as provided by the memorandum of understanding which was in place at the time the employee assumed public office.

#### 22.7 Vacation Savings Plan

Under Vacation Savings Plan (VSP), each eligible (permanent or probationary) Unrepresented and Confidential full-time employee may elect to set aside up to twenty (20) hours of base rate pay each plan year during years 3 through 5 (4,174 to 10,434 service hours) of permanent, probationary, or unclassified employment. Part-time Unrepresented and Confidential employees will be eligible to set aside hours on a pro-rata basis, based on their allocated FTE (full time equivalent) position.

Employees enroll during an annual open enrollment period in October/November for the subsequent plan year. The plan year runs from January 1 – December 31. Eligibility to enroll, for full-time and part-time employees, will begin when, as of the start of open enrollment, the employee reaches 4,174 service hours. Eligibility to enroll ends upon completion of 10,434 in-service hours as of the start of open enrollment.

Unrepresented and Confidential employees new to the Salary Resolution who have between 4,174 and 10,434 in-service hours may enroll within their first 60 days for the current plan year. Information on the plan will be provided by the payroll clerk. Deductions for current plan year enrollments must be completed by the end of the final pay period in December of the current plan year. Failure to submit an Opt Out form does not extend employee entitlement to the special enrollment.

Regular annual enrollments for employees who have reached 4,174 hours by the beginning of annual enrollment but have not exceeded 10,434 hours will complete their election through the County's self-service program during the open enrollment period. Employees indicate the number of hours (up to 20) to purchase, and the number of pay periods over which the deductions will occur beginning on the first pay period of the new plan year. Deductions for regular and special enrollments will be in equal amounts over the number of pay periods selected at the base hourly rate as of the time of enrollment.

Deductions must be completed by the end of the final pay period in December. Employees may submit one enrollment per plan year. Elections must be in whole hour increments.

At the end of the plan year, up to 20 hours may roll forward to the subsequent plan year until the last pay period in April. Any unused hours from the prior year on account at the end of the last pay period in April will be paid back to the employee in May.

Time may be used in one-tenth hour increments. The dollar value and hours available in the VSP bank will appear on the employee's paystub, the County's self-service program, and Timesaver.

Deductions are made on an after-tax basis. If there are insufficient funds to cover the deduction, the deduction will not be taken and the amount will automatically recalculate the deduction amount to the remaining elected pay periods in the plan year.

Employees may cancel participation in the program by notifying the Auditor Payroll Division in

writing by completing a Vacation Savings Plan Enrollment/Cancellation/Opt-Out Form. The employee designates whether the amount accrued to date will be paid out to the employee or will carry forward under the plan provisions. Balances being paid back to the employee will be paid off as soon as administratively feasible.

In the event the employee separates from County employment or has a change in eligibility status for the plan, unused VSP will be paid to the employee as soon as administratively feasible. Reaching 10,434 hours during the plan year is not considered a “change in status” under this provision.

Use of VSP hours are subject to the following guidelines:

- a) VSP hours shall be used before other accrued leave except for sick leave or mandated time off under an Unpaid Furlough, Mandatory Time Off, or similar program.
- b) Use of VSP hours is subject to the same provisions in Section 15.6, Vacation – Schedules, and require the same pre-approval process as accrued vacation hours.
- c) When paid, VSP hours are not taxed and are paid at the same hourly rate of pay as they were deducted.
- d) If the value in the VSP bank is not sufficient to cover the employee’s payroll deductions, the employee must arrange for payment with Auditor Payroll.
- e) VSP hours will count toward seniority and merit, and will be considered “paid status” for the purposes of health benefits, vacation and sick leave accrual, and holiday pay only.
- f) VSP hours will not be credited to retirement service hours, or be included in retirement final annual salary calculation.
- g) VSP hours will not be considered paid status hours for shift pay, premium pay, or cash allowance.
- h) VSP hours must be depleted prior to receiving Catastrophic Leave or Disaster Leave; Short Term Disability plans may also require depletion of leave, if applicable.
- i) VSP hours may be used in conjunction with Workers’ Compensation benefits in the same manner as accrued leave.
- j) VSP hours may not be used to extend a date of separation from County employment.

## 22.8 Vacation – Extra Help Employees

Extra Help employees are not covered by Section 22.

## **SECTION 23 – SICK LEAVE (Amended 3/15/16, 6/12/19)**

### 23.1 Sick Leave Benefit for Employees in Allocated Positions (Not Extra Help)

#### 23.1.1 Sick Leave – Accrual – Rate

Each Unrepresented Administrative Management, Appointed Department Heads, Unrepresented Confidential or other Unrepresented full-time employee in a regular, allocated position, shall accrue and accumulate sick leave at the rate of 3.680 in-service hours for each completed eighty (80) paid in-service hours.

In-service hours include all hours in pay status excluding overtime. This accrual rate shall be adjusted to reflect any unpaid time in each pay period. Part-time employees, in allocated positions, shall be eligible to receive sick leave on a pro rata basis. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full-time employees.

### 23.1.2 Sick Leave – Accrual – Restoration of Accrued Time

When an employee separates from County employment, and returns to County employment within one year from the separation date, any accrued sick leave remaining on account will be restored to the employee upon rehire, provided the time was not otherwise used, paid out, or converted to service credit. If the separation date is in the middle of the pay period, end of pay period date will apply.

### 23.1.3 Sick Leave – Use

Earned sick leave credits may, with the approval of the Department Head, be used by the employee, as outlined below:

#### 23.1.3.1 Sick Leave Use – Non-FMLA/CFRA/PDL Leave

Accrued sick leave for incidents other than FMLA/CFRA/PDL qualifying events may be used as follows:

- A. Employee Illness: during the employee’s own incapacity due to illness or injury;
- B. Employee Treatment or Examination: during the time needed by the employee to undergo medical or dental treatment or examination;
- C. For Care of a Family Member: For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee family member. For leave under this Section 23.1.3.1, “family member” is defined as a:
  - 1. child (defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, regardless of age or dependency status);
  - 2. parent (defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in place of a parent when the employee was a minor child);
  - 3. employee’s spouse or registered domestic partner;
  - 4. grandparent, grandchild, or sibling of the employee or the employee’s spouse or registered domestic partner.

Sick leave use for family members listed 23.1.3.1c shall not exceed forty-eight (48) hours per occurrence unless extended by joint action of the employee's Department Head and the Director of Human Resources by reason of exceptional hardships. "Occurrence" means per illness or related incidents. The 48 hours do not have to be consecutive.

California “Kin Care” (Labor Code 233) provides that an employee may use an amount of paid sick leave each calendar year that is equal to the amount of time that would normally accrue in six month period, and may be used in the same manner as other sick leave described in this Section

23.1.3.1. Kin Care provisions run concurrent with other protected leaves and do not extend the maximum period of leave to which the employee is entitled to under FMLA or CFRA.

- D. Domestic Violence, Sexual Assault, or Stalking: When an employee is a victim of domestic violence, sexual assault or stalking, to work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of themselves or their child(ren); to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; participate in safety planning or take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

23.1.3.2 Sick Leave Use – FMLA/CFRA/PDL Qualifying Leave

In accordance with The Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Pregnancy Disability Act (PDA) earned sick leave credits may, with the approval of the Department Head, be used by an employee as follows:

- A. Employee Illness: During the employee's own incapacity due to illness or injury.
- B. Employee Treatment or Examination: During the time needed by the employee to undergo medical or dental treatment or examination.
- C. Disabled by Pregnancy: When a woman employee is disabled by pregnancy, which means that in the opinion of her health care provider she is unable because of pregnancy to work at all or is unable to perform any one or more of the essential functions of her job, or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- D. Care of Family Member: When a child, registered domestic partner or spouse of an employee who is a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption, or the employee's parent is incapacitated by illness or injury and it is necessary for the employee to care for such child, registered domestic partner, spouse, or parent.

Child is defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, who is either under 18 years

of age or an adult dependent child. An adult dependent child is an individual who is 18 years of age or older and who is incapable of self-care because of a mental or physical disability within the meaning of Government Code Section 12926(j) and (l).

Parent for purposes of this Section is defined as biological, foster, adoptive, step-parent, legal guardian or person who stood in place of a parent to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in place of a parent to the employee as a child. Parent does not include a parent-in-law.

For FMLA/CFRA qualifying events to care for a covered family member incapacitated by illness or injury, employees are allowed to use up to 480 hours of accrued sick leave per eligible event, and not to exceed the number of hours authorized by medical certification. CFRA bonding leave does not qualify for use of sick leave.

Information on FMLA/CFRA/PDL eligibility, documentation, and benefit and pay status is provided under Section 24.3 – Family Care and Medical Leave Under FMLA/CFRA.

#### 23.1.4 Sick Leave – Required Documentation (Amended 6/12/19)

##### 23.1.4.1 Annual Period – Allocated Employees: Annual Period – Allocated Employees:

The “annual period” is a calendar year. For new employees who begin mid-year, the annual period begins on the employee’s first day of work, restarts on January 1, and runs on a calendar year basis thereafter.

##### 23.1.4.2 First Forty-Eight Hours: The first 48 hours, or number of hours equal to 6 days of the employees regular schedule (whichever is greater), of accrued sick leave used by an employee in each annual period will be applied to and subject to the provisions of California paid sick leave laws. During this period, if the need for paid sick leave is foreseeable, the employee shall provide reasonable advanced notice. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. If the County has reasonable suspicion of sick leave abuse, a signed medical certification may be required for each use of accrued sick leave to the extent permissible by law.

##### 23.1.4.3 Subsequent Hours: For use of accrued sick leave beyond the first 48 hours or number of hours equal to six (6) days in the annual period (consecutive or non-consecutive), as described above, a signed medical certification may be required. Reasonable medical certification of incapacity shall be required for sick leave use of more than forty-eight (48) consecutive work hours duration.

23.1.4.4 Reasonable certification may be required, within a reasonable time after the absence, when an unscheduled absence occurs to obtain relief if the employee is a victim of domestic violence, sexual assault, or stalking, in accordance with Section 23.1.3.1(d) of this Agreement. Such certification shall be treated as confidential. Certification may be provided directly to Human Resources and shall not be disclosed to any person except to the affected employee, or as provided by law.

23.1.4.5 FMLA/CFRA/PDL: If use of accrued sick leave is for an FMLA, CFRA, or PDL qualifying event, medical certification is required, in accordance with the law and as outlined in the Medical Leave Policy.

## 23.2 Sick Leave Benefit for Extra Help Employees

For the purposes of this Section 23.2: “Extra Help” includes employees working in Temporary, Intermittent, Seasonal, or Paid Intern positions, as defined in the County’s Civil Service Rules. The provisions of this Section do not apply to Retiree Extra Help, Volunteers or Student Volunteers.

23.2.1 Annual Period – Extra Help: The annual period is a calendar year. For new Extra Help employees who begin mid-year, the annual period begins on the employee’s first day of work, restarts on January 1, and runs on a calendar year basis thereafter.

### 23.2.2 Eligibility – Extra Help Employees

Effective July 1, 2015, Extra Help employees are eligible for sick leave benefits as describe in this Section 23.2 after thirty (30) calendar days of employment with the County. A break in service does not restart the 30 day eligibility period unless the break is a year or more from the end of the last pay period in which the employee was in paid status.

### 23.2.3 Accrual – Extra Help Employees

Extra Help accrue and accumulate sick leave at a rate of 1 hour per 30 hours worked, including overtime (pending further clarification or interpretation of the law), up to a maximum accumulation of seventy-two (72) hours. Accrued sick leave hours, when used, do not accrue additional sick leave hours. Accrual begins from the first day of work, but accrued time may not be used until the first pay period following completion of the 30 day eligibility requirement. Leave may not be used in advance of accrual, and is considered “accrued” on the first day of the subsequent pay period. Hours spent on Jury Duty, County release time, or County approved educational leave or training will count toward accrual of sick leave hours.

### 23.2.4 Accrual – Restoration of Accrued Time

When an Extra Help employee separates an assignment and returns to County employment within one year of the separation date, any accrued sick leave remaining on account will be restored to the employee’s Extra Help sick leave bank upon re-hire. If the separation date is in the middle of the pay period, end of pay period date will apply.

23.2.5 Accrual – Change in Employment Status  
Refer to Section 23.3.

23.2.6 Sick Leave – Use, Extra Help

23.2.6.1 Use Limits – Extra Help

Earned sick leave credits may, with the approval of the Department Head, be used by the employee in increments of not less than 1 hour, and not to exceed thirty-six (36) hours in the employee’s annual period. Accrued paid sick leave must be used prior to using leave without pay for sick leave eligible events except as allowed under CFRA qualifying leaves, below. When used, sick leave hours are not considered hours worked and do not accrue additional hours of sick leave. The hours are included in merit hours.

23.2.6.2 Use – Extra Help, Non- FMLA/CFRA/PDL Leave

Accrued sick leave for incidents other than FMLA/CFRA/PDL qualifying events may be used as follows:

- A. Employee Illness: during the employee’s own incapacity due to illness or injury;
- B. Employee Treatment or Examination: during the time needed by the employee to undergo medical or dental treatment or examination;
- C. Family Member: For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee family member. For leave under this Section 23.2.5.2, “family member” is defined as a:
  - 1. child (defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, regardless of age or dependency status);
  - 2. parent (defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in place of a parent when the employee was a minor child);
  - 3. employee’s spouse or registered domestic partner;
  - 4. grandparent, grandchild, or sibling of the employee or the employee’s spouse or registered domestic partner.
- D. Domestic Violence, Sexual Assault, Stalking: When an employee is a victim of domestic violence, sexual assault or stalking, to work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of themselves or their child(ren); to seek medical attention

for injuries caused by domestic violence, sexual assault or stalking; obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; participate in safety planning or take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Use of paid sick leave for any reasons under this Section 23.2.5.2 may not exceed thirty-six (36) hours in an annual period unless extended by joint action of the employee's Department Head and the Director of Human Resources by reason of exceptional hardships.

California “Kin Care” (Labor Code 233) provides that an employee may use an amount of paid sick leave each calendar year that is equal to the amount of time that would normally accrue in six month period, and may be used in the same manner as other sick leave described in this Section 23.2.6.2. Kin Care provisions run concurrent with other protected leaves and do not extend the maximum period of leave to which the employee is entitled to under FMLA or CFRA.

#### 23.2.6.3 Use – Extra Help, FMLA/CFRA/PDL Qualifying Leave

Extra Help employees may be eligible for protected leave under the family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Pregnancy Disability Act (PDA), for certain, qualifying events. FMLA/CFRA/PDL eligibility requirements are detailed under Section 24.3 and in the County’s Medical Leave Policy. The same qualifying reasons, definitions of family members, and eligibility requirements apply to Extra Help and employees in allocated positions, and are outlined in 23.1.3.2, above.

#### 23.2.7 Extra Help Sick Leave – Required Documentation

23.2.7.1 Documentation for Paid Sick Leave: Accrued sick leave used by an employee in each annual period (up to 36 hours annually) will be applied to and subject to the provisions of all applicable paid sick leave laws. During this period, if the need for paid sick leave is foreseeable, the employee shall provide reasonable advanced notice. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. If the County has reasonable suspicion of sick leave abuse, a signed medical certification may be required for each use of accrued sick leave to the extent permissible by law. If use of time under this Section is a FMLA or CFRA qualifying event, medical certification for those programs is required in accordance with the law and as outlined in the Medical Leave Policy (same requirements as Allocated employees).

23.2.7.2 Documentation for Unpaid Sick Leave: For any leave in excess of 36 hours in an annual period, or any unpaid sick leave, a signed medical certification may be required for each use of leave. Reasonable medical certification of incapacity (if applicable) shall be required for any leave of more than forty-eight (48) hours duration.

23.2.7.3 Reasonable certification may be required, within a reasonable time after the absence, when an unscheduled absence occurs to obtain relief if the employee is a victim of domestic violence, sexual assault, or stalking, in accordance with Section 23.2.6.2(d) of this Agreement. Such certification shall be treated as confidential. Certification may be provided directly to Human Resources and shall not be disclosed to any person except to the affected employee, or as provided by law.

### 23.3 Change in Employment Status – Extra Help to Allocated / Allocated to Extra Help

#### 23.3.1 Extra Help to Allocated Position

For an Extra Help employee who begins an allocated assignment within one year of separation of an Extra Help assignment, any accrued and unused Extra Help sick leave hours on account will carry forward with the employee. If the separation date is in the middle of the pay period, pay period end date will apply. Hours carried forward may be used, subject to the following restrictions:

1. Extra Help sick leave hours must be used prior to using sick leave accrued as a regular employee;
2. Extra Help sick leave hours have no cash value; and
3. Extra Help hours are not eligible for conversion to service credit at regular retirement (pursuant to Section 23.4).

The employee's annual period will be changed to the date they start in the new position.

#### 23.3.2 Allocated Position to Extra Help

For an employee assigned to an allocated position who begins an eligible Extra Help assignment within one year of separation from an allocated position, any accrued sick leave remaining on account will be restored to the employee as Extra Help sick leave, up to the cap of 72 hours, and may be used subject to the limits and provisions for use of Extra Help sick leave outlined in Section 23.2 (Sick Leave Benefit for Extra Help Employees). If an employee returns to an allocated position within one year of separation from an allocated position, the provision of 23.1.2 will apply, except that any sick leave hours used or accrued during the extra help period will be factored against the employees former leave balance. If the separation date is in the middle of the pay period, pay period end date will apply.

The employee's annual period will be changed to the date they start in the new position.

23.4 Sick Leave – Conversion at Regular Retirement (Amended 6/12/19)

Any Employee covered by this Salary Resolution separating from County service on regular, non-disability retirement shall convert one-hundred percent (100%) of unused sick leave remaining to such employee's credit at the time of retirement to retirement service credit as provided by Government Code Section 31641.03. Extra Help employees are not eligible to participate in the County's retirement system, thus Extra Help sick leave hours are not eligible for conversion to retirement service credit.

Any County employee who accrued sick leave pursuant to the Salary Resolution and/or applicable memorandum of understanding, and who subsequently is appointed or elected into public office and remains in the continued service of the County, will retain the sick leave balance as of the date of assuming elected office, and upon retirement directly from County service shall be eligible to convert accrued sick leave as provided within this Section.

23.5 Sick Leave – Payoff at Regular Retirement (Amended 6/12/19)

Any employee separating from County service on regular non-disability retirement, who has reached 100% of the retirement benefit allowed by law, and who is prevented by law from converting some or all of the employee's remaining unused sick leave to service credit under Section 23.4 (Sick Leave – Conversion at Regular Retirement), the County shall pay the monetary equivalent of twenty-five percent (25%) of all unused sick leave computed on the employee's base hourly rate at the time of retirement. Extra help sick leave is not eligible for this provision.

Any employee who accrued sick leave pursuant to the Salary Resolution and/or applicable memorandum of understanding, and who subsequently is appointed or elected into public office and remains in the continued service of the County, shall retain the sick leave balance as of the date of assuming elected office, and upon retirement directly from County service, shall be paid as provided above.

23.6 Sick Leave – Distribution at Death or Layoff (Amended 6/12/19)

Any employee separated from County service by death or layoff, shall be paid the monetary equivalent of 25% of unused sick leave as of the time of separation, computed on the employee's base hourly pay. Extra help sick leave is not eligible for this provision.

23.7 Sick Leave – Distribution at Disability Retirement (Amended 6/12/19)

Any employee separated from County service by disability retirement shall be paid for all unused sick leave at the employee's base hourly rate. This Section shall not apply to an employee separated from County service by a service retirement. The County shall not pay an employee under this Section for any sick leave hours donated to the employee by other employees under a catastrophic leave benefit. Extra help sick leave is not eligible for this provision.

23.8 Medical Examinations

An appointing authority may direct any employee to undergo a medical examination to determine the employee's mental and physical capacity to perform the duties of the employee's position. Each

determination that an employee is or is not capable of performing the duties of the employee's position will be made available to the appointing authority and the employee concerned. Each such examination shall be paid by the department requesting the examination.

**SECTION 24 – MISCELLANEOUS LEAVES OF ABSENCE (Amended 3/19/13, 3/15/16, 7/10/18)**

24.1 Leaves of Absence Without Pay Usage Reference Table

Employees in regular, allocated positions will be required to use paid leaves before a Leave of Absence Without Pay (LWOP) as shown in the following table:

<b>Event</b>	<b>Sick</b>	<b>Vacation</b>	<b>CTO</b>	<b>Comment</b>
During the incapacity due to illness or injury employee's own	Yes, you may keep 40 hrs.	No	No	None.
When a woman employee is disabled by pregnancy.	Yes, you may keep 40 hrs.	No	No	None.
During the time needed by the employee to undergo medical or dental treatment or examination.	Yes, you may keep 40 hrs.	No	NO	None.
When the employee's family member is incapacitated by illness/injury and the employee must care for him/her or for care, exam or treatment of a family member*.	Yes, you may keep 40 hrs (refer to Section 23.2(d))	Yes	Yes	May keep 40 hrs. Any combination of Vacation & CTO
Non-sick FMLA/CFRA** qualifying event (e.g., child bonding leave)	No	No	No	None.
Section 12.5 - Education Leave	No	Yes	Yes	Must use all Vacation & CTO
Approved undisclosed reason or extended vacation	No	Yes	Yes	Must use all Vacation & CTO
Section 17 - Sabbatical	No	Yes	Yes	Must use all Vacation & CTO

\*In the event an employee is eligible to receive Paid Family Leave to care for the serious health condition of a family member or to bond with a new child they will not be required to use sick, vacation or CTO time, while receiving the benefit.

\*\*Family & Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

24.2 Compassionate Leave

Any Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented full-time or employee may be granted up thirty-two (32) hours of leave with pay, in the event of death of spouse, registered domestic partner, child, step-child, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, great-grandparent, grandchild or person with whom the employee has a relationship in loco parentis, and the mother or father of the employee or the spouse of the employee. Up to an additional eight (8) hours of sick

leave may be granted to supplement compassionate leave. Where travel in excess of 300 miles one way from the employee's residence is required up to an additional one (1) of the employee's regular work days of sick leave may be used to supplement compassionate leave. Up to an additional forty (40) hours of accrued vacation leave or accrued comp time off may be granted to supplement compassionate leave upon request.

Any part-time Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee shall be eligible for a pro-rated compassionate leave. Ongoing work schedule for purposes of this Section shall mean an average of the two (2) pay periods immediately preceding the need for compassionate leave or the employee's normal bi-weekly allocation of hours, whichever is greater.

### 24.3 Family Care and Medical Leave Under FMLA and CFRA (Amended 3/19/13, 3/15/16)

24.3.1 Each eligible employee is entitled to family care and medical leave as provided by the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), as amended. The leaves under FMLA and CFRA will run concurrently to the extent permitted by law.

#### 24.3.2 Eligibility

To be eligible for family care and medical leave, on the date on which leave is to begin, a full-time or part-time employee must have been employed by the County for at least twelve (12) months, which need not be consecutive, and have actually worked at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

#### 24.3.3 Family Care and Medical Leave Entitlement

Subject to the provisions of this Salary Resolution, County policy, and state and federal law, including the federal FMLA and the CFRA, an eligible employee is entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for any one, or more, of the following reasons:

24.3.3.1 The birth of a child and to care for the newborn child (FMLA and CFRA);

24.3.3.2 The placement with the employee of a child for adoption or foster care and care for the newly placed child (FMLA and CFRA);

24.3.3.3 To care for the employee's child, parent, spouse, or registered domestic partner (CFRA only) who has a serious health condition. (Child is defined as biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in place of parent who is under 18 years of age or an adult dependent child. Parent is defined as biological, foster or adoptive parent, stepparent, or legal guardian. Parent does not include a parent-in-law under this provision.)

24.3.3.4 Because of an employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, except for disability on account of pregnancy, childbirth, or related medical conditions, which is covered by pregnancy

disability leave. (Pregnancy disability counts toward only California Pregnancy Disability Leave (PDL) and FMLA leave.)

24.3.3.5 Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a U.S. National Guard or Reserve member on active duty (or has been notified of an impending call or order to active duty status) in support of a contingency operation (FMLA only).

The twelve (12) month period for FMLA/CFRA purposes is determined by a "rolling" twelve (12) month period measured backwards from the date an employee first uses FMLA/CFRA leave.

#### 24.3.4 Family Care And Medical Leave to Care for a Covered Service Member With a Service Injury or Illness

Subject to the provisions of this Salary Resolution, County policy, and state and federal law, including the FMLA, an eligible employee may take FMLA leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. (This 12 month period used under FMLA/CFRA to determine leave eligibility is separate from the "annual period" defined in 23.1.4.)

24.3.4.1 An eligible employee's entitlement under Section 24.3.4 is limited to a total of twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness. The "single 12-month period" in which the 26-weeks-of-leave-entitlement described in this begins on the first day an employee takes leave to care for the covered service member.

24.3.4.2 During the "single 12-month period" described above, an eligible employee's FMLA leave entitlement is limited to a combined total of twenty-six (26) workweeks of FMLA leave for any qualifying reason.

#### 24.3.5 Family Care and Medical Leave – Pay Status and Benefits

24.3.5.1 Except as provided in this Section, the family care and medical leave will be unpaid. The County will, however, continue to provide County contributions toward the health plan premium during the period of family care and medical leave for up to twelve (12) work weeks for represented employees and up to fifteen (15) work weeks for Administrative Management, Confidential, and Unrepresented employees on the same basis as coverage would have been provided had the employee not taken family care and medical leave. The employee will be required to continue to pay the employee's share of premiums payments, if any.

24.3.5.2 Nothing in this Section shall preclude the use of medical or pregnancy disability leave in Section 14.7 (Medical/Pregnancy Disability Leave) when the employee is medically incapacitated or disabled. If an employee does not qualify for continued benefits under this Section 24.3 or Section 14.7 (Medical/Pregnancy Disability Leave) and

the employee wishes to continue benefit coverage, then Section 14.7.2 (Continuation of Health Benefits Coverage) applies.

24.3.6 Relationship of Family Care and Medical Leave to Other Leaves

Any leave of absence that as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the employee may be entitled for the same qualifying reason. Section 24 identifies accrued paid leave which an employee may be required to use concurrently with unpaid family care and medical leave.

24.3.7 Family Care and Medical Leave – Relationship to Pregnancy Disability Leave

The family care and medical leave provided under this Section is in addition to any leave taken on account of disability due to pregnancy, childbirth, or related medical conditions for which an employee may be qualified under state law.

24.3.8 Family Care and Medical Leave – Notice to the County

24.3.8.1 The employee must provide written notice to the County as far in advance of the leave as possible and as soon as the employee reasonably knows of the need for the leave. If the need for the leave is foreseeable based on an expected birth, placement of a child for adoption or foster care or planned medical treatment, the notice must be provided at least 30 calendar days in advance of the leave, or if not reasonably known 30 calendar days before the leave, then as soon as reasonably practicable.

24.3.8.2 The written notice must inform the County of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

24.3.8.3 The employee shall consult with the County and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to department operations.

24.3.9 Family Care and Medical Leave – Medical Certification

24.3.9.1 An employee's request for family care and medical leave to care for a child, a spouse, or a parent who has a serious health condition shall be supported by a certification issued by the health care provider of the individual requiring care. If additional leave is required after the expiration of the time originally estimated by the health care provider, the employee shall provide the County with recertification by the health care provider.

24.3.9.2 An employee's request for family care and medical leave because of employee's own serious health condition shall be supported by a certification issued by the employee's health care provider.

24.3.9.3 As a condition of an employee's return from leave taken because of the employee's own serious health condition, the employee is required to obtain certification from the employee's care provider that the employee is able to resume work.

24.3.9.4 Employees are required to use the medical certification forms available from the County Human Resources Department to meet the certification and recertification requirements of this Section.

24.3.10 Family Care and Medical Leave – County’s Response to Leave Request

It is the County’s responsibility to designate leave, paid or unpaid, as family and medical leave-qualifying and to notify the employee of the designation.

24.3.11 Family Care and Medical Leave – Employee’s Status on Returning From Leave

Except as provided by law, on return from family care and medical leave, an employee is entitled to be returned to the same or equivalent position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee has no right to return to the same position. Use of family care and medical leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA/CFRA leave.

24.3.12 Family Care and Medical Leave – Procedures, Definitions, and Forms

A description of the required process and procedures to follow for intermittent leave and reduced leave schedules, forms to use when requesting family care and medical leave, and applicable definitions are included in the County Medical Leave Policy and found on the County Human Resources Department website, and are available from the Human Resources Department.

24.3.13 Family and Medical Leave – Legal Minimum

This Section 24.3 shall be interpreted as the legal minimum family care and medical leave available to eligible employees. The County may grant additional leave without pay under this Section (24.3) provided it is consistent with the applicable provisions of the Sonoma County Civil Service Rules, County leave policies, Section 24, and other provisions of this memorandum.

24.4 Time Off for Donating Blood/Plasma (Amended 6/12/19)

If an employee does not have sufficient time outside of working hours to donate blood or plasma, subject to department operational needs, the employee may, without loss of pay, take off up to two (2) hours of work time 4 times a year for the purpose of donating blood or plasma. The employee shall give the employer at least five (5) working days’ notice that time off for donating blood or plasma is desired. Employees will not accept payment for blood or plasma donation while on work time.

24.5 Paid Parental Leave

24.5.1 Eligibility

Effective 10/1/18, any permanent or probationary employee who has been continuously employed by the County for at least 12 months prior to the start of the leave shall be eligible for Paid Parental Leave (PPL) to use within 12 months of the following events:

- Birth of a child of the employee, the employee's spouse, or the employee's registered domestic partner
  - Placement of a child with the employee's family for adoption or foster care
- For the purposes of PPL, the definition of "parent" and "child" are as defined by the California Family Rights Act.

#### 24.5.2 Benefit and Use

Eligible employees shall be granted 320 PPL hours to use within 12 months of the qualifying event. Part-time employees shall be eligible for a pro-rated number of PPL hours, based on allocated FTE.

PPL is based on a 12 month rolling calendar. No more than 320 PPL hours may be used in any 12 month period.

PPL is based on the employee's base hourly wage plus cash allowance. It is considered "paid status" for the purpose of merit, seniority, premiums, vacation and sick leave accrual, and County benefit eligibility and contributions.

PPL pay is pensionable and counts towards retirement service credit.

PPL may be used in a block of continuous time or as intermittent leaves as arranged in advance. Unless approved by the Director of Human Resources, PPL cannot be used retroactively.

Use of PPL shall not be cause for an employee to lose his/her current assignment on a permanent basis; however, assignments may be altered to accommodate the employee's or department's operational needs when working a reduced work schedule.

An employee in a disability period following birth of child must use sick leave down to 40 hours before using PPL.

#### 24.5.3 Coordination of Benefits & Leaves

PPL can be fully integrated with any short-term disability or California Paid Family Leave program. STD and PFL will not reduce PPL leave entitlement. For time covered by FMLA/CFRA job protected leave for bonding, PPL must be used prior to other accrued leave or Leave Without Pay. If an employee has exhausted FMLA/CFRA entitlements, PPL must be used prior to Leave Without Pay for arranged leaves for the purpose of bonding. PPL does not need to be used when an employee is on leave for reasons other than bonding.

### **SECTION 25 – COURT LEAVE**

A full-time or part-time employee is entitled to pay at the employee's base hourly rate to respond to an enforceable subpoena to appear in a court or administrative agency hearing in California other than as a litigant and for reasons other than those caused by the employee's connivance or misconduct. An employee may retain such payment as may be allowed the employee for lodging, meals and travel, but as a condition for entitlement to this Court Leave, the employee shall make payable to the County of Sonoma

any and all fees which the employee may receive as payment for the service as a witness. An employee on Court Leave will receive the base hourly rate of pay for those hours spent traveling to and from the court or administrative agency hearing and the hours spent attending to the employee's obligation as a witness so long as those hours correspond to the employee's assigned work schedule. Time spent as a witness or travel time which is outside the employee's assigned work schedule shall not be paid. If an employee's obligation as a witness expires on any workday with time remaining on the employee's work schedule, the employee will be obligated to return to work. These provisions do not apply to employees whose appearances are in the line of duty. Extra Help employees who are scheduled to work and subsequently called to court, qualify under Section 25.

#### **SECTION 26 – JURY DUTY (Amended 6/12/19)**

It is the policy of the County of Sonoma to encourage County employees to perform services as jurors when summoned for jury duty by a court of competent jurisdiction. Any employee summoned for jury duty shall be entitled to full pay for such period of time as may be required to attend the court in response to such summons. An employee may retain such payment as may be allowed for travel but shall make payable to the County of Sonoma any and all fees which the employee may receive in payment for service as a juror. Extra Help employees who are scheduled to work and are subsequently called to jury duty, qualify under this Section 26.

#### **SECTION 27 – VOTING (Amended 6/12/19)**

Any employee who is a registered voter does not have sufficient time outside of the employee's working hours within which to vote in any state-wide general or primary election, may upon request, be granted up to two hours off without loss of pay to enable the employee to vote. Such time off for voting shall only be authorized at the beginning or end of the employee's regular working shift, whichever allows the most time to vote and the least time off from the employee's regular working shift.

#### **SECTION 28 – CONTINUOUS SERVICE AND REPORTING LEAVES**

##### **28.1 Continuous Service**

No paid absence under any provisions of this Resolution shall be considered as a break in service for any employee who is in pay status during such absence. All benefits which, under the provisions of this Resolution, accrue to employees who are in pay status shall continue to accrue during such absence.

##### **28.2 Recording and Reporting Leave Taken**

Each appointing authority shall maintain a record of all hours worked and leave taken by each employee in the department, and shall promptly report such hours worked and leave taken in a manner prescribed by the Auditor-Controller-Treasurer-Tax Collector.

#### **SECTION 29 – BAR DUES**

For each employee who is an attorney in the County Counsel's Office the County will pay said employee's State Bar of California dues. Eligibility for such reimbursement shall be limited to those employees who, on the final date payable of said bar dues, have permanent status or have probationary status derived through promotion.

## **SECTION 30 – LAYOFF POLICY AND BENEFITS**

### **30.1 Lay Off – Applicability**

The following layoff policy and benefits shall be applicable to Unrepresented regular full-time and part-time employees. Neither the layoff nor the decision to layoff shall be grievable.

### **30.2 Lay Off – Notice**

An employee may be laid off from his or her job class and regular County service three (3) weeks (twenty one (21) calendar days) after formal, written notice has been presented or mailed to the employee at his or her last known address.

### **30.3 Lay Off – Severance Period**

An employee who has received a formal written layoff notice, and who is unable to displace another County employee or secure other regular County employment, with the approval of his/her Department Head, may separate from County service after the eighth (8<sup>th</sup>) work day of the three (3) week notice period and receive his or her normal base salary for the hours he or she would normally be scheduled to work during the remainder of the three week period.

### **30.4 Lay Off – Medical (Amended 5/18/10)**

For employees who continue to be laid off from County service, and lack medical coverage, the County will make its usual medical insurance contribution for the first six (6) pay periods following layoff and one half (1/2) its usual contribution for the next six (6) pay periods following layoff. Eligible employees will be offered the opportunity to continue coverage through COBRA. If/when this medical severance is offered concurrently with COBRA continuation coverage, the eighteen (18) month COBRA continuation period shall be extended by each month of medical severance coverage to a maximum of twenty four (24) total months.

## **SECTION 31 – DISASTER LEAVE**

When there has been a natural disaster of a magnitude that requires the Board of Supervisors to Proclaim a County State of Emergency, the County will enact this disaster leave provision.

For up to one year from the termination of the said proclamation. County employees may donate accrued compensatory time and vacation leave to other County employees who have lost work time because they have been a victim of a disaster affecting their primary residence. For up to one year from the termination of the said proclamation, impacted employees may use up to 320 hours of donated leave. Such donated time will not exceed the total amount of time lost by the receiving employee including vacation, compensatory time used and any unpaid leave incurred. Unused donated time at the expiration of the leave provision period will be returned to the donor.

## **SECTION 32 – CONFLICT OF INTEREST / INCOMPATIBLE ACTIVITIES**

- A. Conflict of Interest: Each affected employee shall be furnished with a copy of the Conflict of Interest Code adopted for the department in which the employee serves. The County Clerk shall maintain forms for statements required of employees by the conflict of interest provisions of the Political Reform Act of 1974, and Conflict Interest Codes adopted there under.
- B. Incompatible Activities: All County departments are required to adopt incompatible activities policies in compliance with State law. Department Heads shall determine which specific activities are

incompatible subject to approval by the Board of Supervisors. Employees who violate the department policy are subject to disciplinary action, up to and including termination. All department incompatible activities policies shall include notice and appeal procedures, as well as the following prohibitions: Employment for compensation which is in conflict with the employee's County duties; outside employment involving the use of County time, facilities, equipment or supplies; compensation for work which an employee would ordinarily be required to perform in the course of County duties; performance of work that will later be subject to the control, inspection, or enforcement of another employee in the County; outside employment for which time demands render performance of County duties less efficient.

An employee who is unclear or needs more information regarding proposed or current outside employment shall contact his/her supervisor or Department Head for review and further direction.

### **SECTION 33 – INVALID SECTIONS**

If any section, subsection, subdivision, paragraph, sentence, clause, phrase, table, group or series of this Resolution is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of this Resolution. The Board of Supervisors hereby declare that they would have passed this Resolution and each section, subsection, subdivision, paragraph, sentence, clause, phrase, table, group and series thereto irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, tables, groups, or series is declared illegal or unconstitutional.

### **SECTION 34 – MISCELLANEOUS RETIREMENT PROVISIONS (Amended 3/19/13, 6/14/16, 6/12/19)**

#### **34.1 Retirement – General Employees Hired On or After January 1, 2013**

This Section 34.1 (including subsections) shall apply to employees hired on or after January 1, 2013, who are or become contributing members of the Sonoma County Employees' Retirement Association ("SCERA") and who do not qualify for pension reciprocity as stated in Government Code Section 7522.02 (c).

##### **34.1.1 Final Compensation Based On Three Year Average**

As required by Government Code Section 7522.32, effective January 1, 2013, for the purposes of determining a retirement benefit for SCERA members covered by this Section 34.1, final compensation shall mean the highest average annual pensionable compensation earned during 36 consecutive months of service.

##### **34.1.2 2.0% @ 62 – 2.5% @ 67 Pension Formula**

As required by Government Code Section 7522.20, the 2.0% at 62 pension formula shall be available to employees covered by this Section 34.1 who are contributing members of SCERA.

##### **34.1.3 Required Employee Contributions**

As required by Government Code Section 7522.30(c), SCERA members covered by this Section 34.1 shall pay 50 percent of normal costs. In addition, SCERA members covered by this Section 34.1 shall pay 3.03 percent of the employee's pensionable compensation toward the County's

employer contribution to retirement costs. This additional 3.03% contribution shall continue until July 2024.

#### 34.2 Retirement – General Employees Hired On or Before December 31, 2012

This Section 34.2 (including subsections) shall apply to employees hired on or before December 31, 2012 who are contributing members of the SCERA, or who are hired after that date and qualified for pension reciprocity pursuant to Government Code Section 7522.02 (c) and any related SCERA reciprocity requirements.

##### 34.2.1 Final Compensation Based On Single Year

For purposes of determining a retirement benefit, final compensation for employees covered by this Section 34.2 shall mean the average annual compensation earnable by the member as specified in Government Code Section 31462.1.

##### 34.2.2 3.0% @ 60 Pension Formula

The 3.0% at 60 pension formula (CERL 31676.17) shall be available to employees covered by this Section 34.2 who are contributing members of the SCERA.

##### 34.2.3 Required Employee Contribution (Amended 6/12/19)

SCERA members covered by this Section 34.2 will contribute the amount required by SCERA as employee contributions, and shall continue to share in the County's cost of the unfunded accrued liability by paying an additional 3.03% of pay, pretax, to their employee retirement account. This additional 3.03% contribution shall continue until separation of employment.

##### 34.2.4 Employee Contribution

a. Effective the first full pay period following July 1, 2016, and subject to Sonoma County Employees Retirement Association (SCERA) Board approval of the cost share arrangement under the terms described herein, active County General legacy members of SCERA will contribute one third of the actuarially determined difference between the average General legacy employee retirement rate (exclusive of the 3.03% payroll contribution toward the UAAL described in Section 34.2.3 of the Salary Resolution) and one half the total normal cost ("total normal cost" includes both employer and member shares) calculated as an average for General legacy Members of the Sonoma County Employees Retirement Association (SCERA) covered by this Section 34.2 based on rates of all active County General legacy members, with the difference computed to a factor and applied equally to all legacy members. Such legacy employees will receive a lump sum benefit allowance as reimbursement for this pension cost share arrangement each pay period equal to the dollar value of the deduction described in this paragraph, less any required taxes.

b. Effective the first full pay period following July 1, 2017, and subject to Sonoma County Employees Retirement Association (SCERA) Board approval of the cost share arrangement under the terms described herein, active County General legacy members of SCERA will contribute an additional one third (for a total of two thirds) of the actuarially determined difference between the average General legacy employee retirement rate (exclusive of the 3.03% payroll contribution toward the UAAL described in Section 34.2.3 ) and one half the total normal cost ("total normal cost" includes both employer and member shares) calculated as an average for General legacy

Members of the Sonoma County Employees Retirement Association (SCERA) covered by this Section 34.2 based on rates of all active County General legacy members, with the difference computed to a factor and applied equally to all legacy members. Such legacy employees will receive a lump sum benefit allowance as reimbursement for this pension cost share arrangement each pay period equal to the dollar value of the deduction described in this paragraph, less any required taxes.

c. The lump sum benefit allowance described in Sections 34.2.4 (a) and (b) will not be included in wages for computations of overtime, pension benefits or for any County benefit related purpose.

### 34.3 Retirement – Safety Employees Hired On or After January 1, 2013

This Section 34.3 (including subsections) shall apply to employees hired on or after January 1, 2013, who are or become contributing members of the Sonoma County Employees' Retirement Association ("SCERA") and who do not qualify for pension reciprocity as stated in Government Code Section 7522.02 (c).

#### 34.3.1 Final Compensation Based On Three Year Average

As required by Government Code Section 7522.32, effective January 1, 2013, for the purposes of determining a retirement benefit for SCERA members covered by this Section 34.3, final compensation shall mean the highest average annual pensionable compensation earned during 36 consecutive months of service.

#### 34.3.2 2% @ 50 - 2.7% @ 57 Pension Formula

As required by Government Code Section 7522.25, the safety Option Plan Two (2% @ 50- 2.7% @ 57) pension formula shall be available to employees covered by this Section 34.3 who are contributing members of the SCERA.

#### 34.3.3 Required Employee Contributions

As required by Government Code Section 7522.04(g), SCERA members covered by this Section 34.3 shall pay 50 percent of normal costs. In addition, SCERA members covered by this Section 34.3 shall pay 3.00% of the employee's pensionable compensation toward the County's employer contribution to retirement costs. This additional 3.00% contribution shall continue until July 2024.

### 34.4 Retirement – Safety Employees Hired On or Before December 31, 2012

This Section 34.4 (including subsections) shall apply to employees hired on or before December 31, 2012 who are contributing members of the SCERA, or who are hired after that date and qualified for pension reciprocity as stated in Government Code Section 7522.02 (c) and any related SCERA reciprocity requirements.

#### 34.4.1 Final Compensation Based On Single Year

For purposes of determining a retirement benefit, final compensation for employees covered by this Section 34.4 shall mean the average annual compensation earnable by the member as specified in Government Code Section 31462.1.

#### 34.4.2 3.0% @ 50 Pension Formula

The 3.0% at 50 pension formula shall be available to employees covered by this Section 34.4 who are contributing members of the SCERA.

#### 34.4.3 Required Employee Contribution (Amended 6/12/19)

SCERA members covered by this Section 34.4 will contribute the amount required by SCERA as employee contributions, and shall continue to share in the County's cost of the unfunded accrued liability by paying an additional 3.00% of pay, pretax, into their employee retirement account. This additional 3.00% contribution shall continue until separation of employment.

#### 34.4.4 Employee Cost Share – 50% of Normal Cost

a. Effective the first full pay period following July 1, 2016, each active Safety member of the Sonoma County Employees Retirement Association (SCERA) covered by this Section 34.4 shall contribute one and one half percent (1.5%) of any compensation required to be made to their employee retirement account as a contribution towards one half of the total normal cost ("total normal cost" includes both employer and member shares. The additional contribution shall be deducted from the employees' compensation pretax and they shall become part of the accumulated retirement contributions of the employee. Employees covered by this Section 34.4.4(a) shall receive a lump sum benefit allowance each pay period as a reimbursement for the cost share arrangement, equal to the dollar value of the deduction described in this paragraph less any required taxes.

b. Effective March 14, 2017, each active Safety member of the Sonoma County Employees Retirement Association (SCERA) covered by this Section 34.4 shall contribute an additional one and one third percent (1.3%) for a total of 2.8% of any compensation required to be made to their employee retirement account as a contribution towards one half of the total normal cost ("total normal cost" includes both employer and member shares. The additional contribution shall be deducted from the employees' compensation pretax and they shall become part of the accumulated retirement contributions of the employee. Employees covered by this Section 34.4.4(b) shall receive a lump sum benefit allowance each pay period as a reimbursement for the cost share arrangement, equal to the dollar value of the deduction described in this paragraph less any required taxes.

c. The lump sum benefit allowance described in Sections 34.4.4 (a) and (b) will not be included in wages for computations of overtime, pension benefits or for any County benefit related purpose.

#### 34.5 Employer Pick-Up of Employee's Share of Retirement Contribution – Not Allowed

Pursuant to the Public Employees' Pension Reform Act of 2013 (PEPRA), the County shall not contribute towards any employee's share of retirement contributions.

### **SECTION 35 – DIRECT DEPOSIT (Amended 6/12/19)**

Effective for the July 27, 2016 pay date, all employees will have their pay check deposited directly to the employee's accounts in the participating financial institute. The effective date of the deposit will be one

day after the regularly scheduled date of payroll issue. Employees may opt out of direct deposit at the time of hire or in the future and request a printed paycheck.

Printed pay stubs will not automatically be provided to employees enrolled in direct deposits. Pay stub information will be available bi-weekly in the self-service feature of the HRIS system where print and/or save functions are available.

**APPENDIX A  
SALARY TABLES**

**UNREPRESENTED - Bargaining Unit 0000**

Job Code	Job Title	A Step Rate
0810	ADMINISTRATIVE AIDE	25.49
0819	ADMINISTRATIVE AIDE EDB EXTRA HELP	17.10
7823	ADMINISTRATIVE AIDE PROJECT	25.49
2663	ADVANCED LIFE SUPPORT COORDINATOR	34.08
1110	AGRICULTURAL PROGRAM AIDE EXTRA HELP	14.76
0841	ASSISTANT EXECUTIVE OFFICER LAFCO	115.95
0093	ASSISTANT LAW LIBRARIAN	19.99
1035	ASSISTANT PROJECT SPECIALIST	30.63
0047	CLERICAL HELPER	13.71
0094	CLERK TYPIST II-LAW LIBRARY	11.82
0777	DEPUTY EMERGENCY SERVICES COORDINATOR	32.26
0843	EXECUTIVE DIRECTOR LAFCO CONTRACT EXTRA HELP	134.00
4514	FIRE INSTRUCTOR EXTRA HELP	41.53
2537	FORENSIC PSYCHIATRIST	98.08
0751	INTERIM FAIR MANAGER	66.08
3395	KEEPER	43.72
5345	LANDFILL OPERATIONS MANAGER	88.92
3991	LAW CLERK EXTRA HELP	22.16
4061	LIFEGUARD-A EXTRA HELP	16.33
4062	LIFEGUARD-B EXTRA HELP	17.56
4063	LIFEGUARD-C EXTRA HELP	18.87
2536	MENTAL HEALTH PHYSICIAN	79.12
1282	OSD EXECUTIVE SECRETARY	25.30
0818	OSD INTERN GRADUATE EXTRA HELP	16.54
0817	OSD INTERN UNDERGRADUATE EXTRA HELP	13.61
0902	OSD PUBLIC INFORMATION SPECIALIST	25.48
1036	PROJECT SPECIALIST	34.43
2535	PUBLIC HEALTH PHYSICIAN	79.12
0902	PUBLIC INFORMATION SPECIALIST	25.48
0821	PUBLIC SERVICE FELLOW EXTRA HELP	20.11
1025	SCWA CONTRACT MANAGER	73.40
0820	SENIOR ADMINISTRATIVE AIDE EDB EXTRA HELP	25.49
0834	SENIOR ADMINISTRATIVE AIDE EDB EXTRA HELP	22.93
3995	SENIOR LAW CLERK EXTRA HELP	26.57
0829	STUDENT INTERN GRADUATE SCHOOL EXTRA HELP	16.54
0825	STUDENT INTERN UNDER GRADUATE EXTRA HELP	13.61
0822	STUDENT INTERN-HIGH SCHOOL EXTRA HELP	10.61
4067	SUPERVISING LIFEGUARD-A EXTRA HELP	20.26
4068	SUPERVISING LIFEGUARD-B EXTRA HELP	21.41

4069	SUPERVISING LIFEGUARD-C EXTRA HELP	22.60
1100	WEIGHTS MEASURES FIELD ASST	18.44

## APPENDIX A SALARY TABLES

### UNREPRESENTED - Bargaining Unit 0050

Job Code	Job Title	A Step Rate
0417	ACCOUNTANT III	36.35
0420	ACCOUNTANT-AUDITOR I	31.48
0421	ACCOUNTANT-AUDITOR II	35.20
0424	ACCOUNTANT-AUDITOR TRAINEE	27.40
0438	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	47.27
2532	ACUTE FORENSICS SECTION MANAGER	49.57
0833	ADMINISTRATIVE ANALYST I	34.46
0835	ADMINISTRATIVE ANALYST II	38.79
0855	ADMINISTRATIVE ANALYST II - PROJECT	38.79
0838	ADMINISTRATIVE ANALYST III	43.83
0856	ADMINISTRATIVE ANALYST III - PROJECT	43.83
0827	ADMINISTRATIVE SERVICES OFFICER I	38.10
0828	ADMINISTRATIVE SERVICES OFFICER II	43.83
0824	ADMINISTRATIVE TRAINEE	29.32
0836	ADMINISTRATIVE TRAINEE - PROJECT	29.32
2530	ADULT YOUTH AND FAMILY SERVICES SECTION MANAGER	47.75
9124	AFFORDABLE HOUSING ASSISTANT MANAGER	41.53
1139	AGRICULTURE & VINEYARD CONSERVATION COORDINATOR	40.86
1031	AIR QUALITY MANAGER	49.96
0714	AIRPORT MANAGER	52.41
4310	ANIMAL CARE AND CONTROL DIRECTOR	49.57
0396	ASSESSMENT PROCESS MANAGER	43.48
1140	ASSISTANT AGRICULTURAL COMMISSIONER	43.71
0713	ASSISTANT AIRPORT MANAGER	41.33
0440	ASSISTANT AUDITOR-CONTROLLER	59.68
1713	ASSISTANT COMMUNICATIONS MANAGER	41.40
0840	ASSISTANT COUNTY ADMINISTRATOR	84.99
4030	ASSISTANT COUNTY COUNSEL	73.53
0875	ASSISTANT DIRECTOR CHILD SUPPORT SERVICES	51.31
3088	ASSISTANT DIRECTOR HUMAN SERVICES	66.23
2676	ASSISTANT DIRECTOR OF HEALTH SERVICES	67.00
4040	ASSISTANT DISTRICT ATTORNEY	73.53
4039	ASSISTANT DISTRICT ATTORNEY LIMITED TERM	73.52
9126	ASSISTANT EXECUTIVE DIRECTOR CDC	61.54
5362	ASSISTANT FACILITY MANAGER	45.52
0752	ASSISTANT FAIR MANAGER	38.38

4518	ASSISTANT FIRE CHIEF	57.45
5235	ASSISTANT FLEET MANAGER	40.96
4049	ASSISTANT PUBLIC DEFENDER	73.53
2124	ASSISTANT PUBLIC HEALTH LABORATORY DIRECTOR	43.19
0337	ASSISTANT PURCHASING AGENT	38.11
0432	ASSISTANT RETIREMENT ADMINISTRATOR	59.68
0032	ASSISTANT TO THE COUNTY ADMINISTRATOR	34.46
0433	ASSISTANT TREASURER-TAX COLLECTOR	54.16
0427	AUDIT MANAGER	47.27
2540	BEHAVIORAL HEALTH MEDICAL DIRECTOR	93.48
0852	BOARD OF SUPERVISORS STAFF ASSISTANT	34.67
1209	BUILDING DIVISION MANAGER	52.42
0850	BUSINESS DEVELOPMENT MANAGER	46.91
1038	CAPITAL PROJECT MANAGER	43.53
0498	CENTRAL COLLECTION MANAGER	39.24
1520	CHIEF APPRAISER	47.80
4046	CHIEF CHILD SUPPORT ATTORNEY	66.82
1138	CHIEF DEPUTY AGRICULTURAL COMMISSIONER	37.99
1525	CHIEF DEPUTY ASSESSOR	59.01
0031	CHIEF DEPUTY CLERK OF THE BOARD	39.24
0056	CHIEF DEPUTY COUNTY CLERK	39.24
0217	CHIEF DEPUTY COUNTY CLERK-RECORDER	43.48
4028	CHIEF DEPUTY COUNTY COUNSEL	66.82
4025	CHIEF DEPUTY DISTRICT ATTORNEY	66.82
0071	CHIEF DEPUTY PUBLIC ADMIN-GUARDIAN-CONSERVATOR	39.24
4048	CHIEF DEPUTY PUBLIC DEFENDER	66.82
0057	CHIEF DEPUTY REGISTRAR OF VOTERS	54.41
1108	CHIEF DEPUTY SEALER	37.99
0422	CHIEF FINANCIAL OFFICER-DEPUTY FAIR MANAGER	47.27
1522	CHIEF OF ASSESSMENT STANDARDS	47.80
0442	CHIEF RETIREMENT INVESTMENT OFFICER	72.18
2015	CLIENT CARE MANAGER	46.00
0853	COMMISSION COORDINATOR	26.77
1715	COMMUNICATIONS MANAGER	47.64
0776	COMMUNITY ALERT AND WARNING PROGRAM MANAGER	50.07
0846	COMMUNITY AND GOVERNMENT AFFAIRS MANAGER	61.47
9125	COMMUNITY DEVELOPMENT ASSISTANT MANAGER	41.53
9102	COMMUNITY DEVELOPMENT MANAGER	51.28
2531	COMMUNITY MENTAL HEALTH SECTION MANAGER	47.75
9105	CONTROLLER-CDC	47.27
1050	COUNTY ARCHITECT	54.60
0903	COUNTY PUBLIC INFORMATION OFFICER	44.01
0437	DEPARTMENT ACCOUNTING MANAGER	41.76
0842	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	49.36
0826	DEPARTMENT ANALYST	32.26
0826	DEPARTMENT ANALYST	32.26

0160	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	38.56
0161	DEPARTMENT INFORMATION SYSTEMS MANAGER	46.01
3085	DEPARTMENT PROGRAM MANAGER	35.20
1017	DEPUTY CHIEF ENGINEER	72.87
0837	DEPUTY COUNTY ADMINISTRATOR	61.47
4031	DEPUTY COUNTY COUNSEL I	42.69
4032	DEPUTY COUNTY COUNSEL II	46.91
4033	DEPUTY COUNTY COUNSEL III	53.95
4034	DEPUTY COUNTY COUNSEL IV	60.76
1041	DEPUTY DIRECTOR ENGINEERING & MAINTENANCE	68.70
1016	DEPUTY DIRECTOR ENGINEERING CONSTRUCTION	60.27
1268	DEPUTY DIRECTOR REGIONAL PARKS	55.61
1039	DEPUTY DIRECTOR TRANSPORTATION & OPERATIONS	68.70
1213	DEPUTY DIRECTOR-PLANNING	54.61
0755	DEPUTY FAIR MANAGER	44.14
0801	DEPUTY HUMAN RESOURCES DIRECTOR	62.19
2673	DEPUTY PUBLIC HEALTH OFFICER	83.11
2620	DIRECTOR OF ENVIRONMENTAL HEALTH	51.61
2674	DIRECTOR OF HEALTH PROGRAM PLANNING AND EVALUATION	52.79
2575	DIRECTOR OF PUBLIC HEALTH NURSING	50.83
0831	DIVISION DIRECTOR ADMINISTRATION HEALTH SERVICES	49.36
2695	DIVISION DIRECTOR ALCOHOL DRUG TOBACCO SERVICES	55.86
2670	DIVISION DIRECTOR PLANNING PREVENTION INFO & ED	51.61
2662	EMERGENCY MEDICAL SERVICES COORDINATOR	35.76
0780	EMERGENCY SERVICES COORDINATOR	45.25
0784	EMERGENCY SERVICES INFORMATION OFFICER	53.67
0786	EMERGENCY SERVICES OPERATION OFFICER	53.67
0858	EMPLOYEE BENEFITS MANAGER	45.91
0814	EMPLOYEE RELATIONS MANAGER	62.19
5364	ENERGY & SUSTAINABILITY PROGRAM MANAGER	47.84
1015	ENGINEERING DIVISION MANAGER	52.42
0136	ENGINEERING PROGRAMMING MANAGER	52.71
1277	ENVIRONMENTAL DISCOVERY CENTER COORDINATOR	32.26
2621	ENVIRONMENTAL HEALTH AND SAFETY SECTION MANAGER	49.43
2616	ENVIRONMENTAL HEALTH PROGRAM MANAGER	42.76
0811	EQUAL EMPLOYMENT OPPORTUNITY MANAGER	46.94
0738	EXECUTIVE DIRECTOR TOURISM COUNCIL	43.83
5363	FACILITY MANAGER	47.64
0761	FAIR FINANCIAL SERVICES OFFICER	41.78
5355	FAIR GROUNDS BUILDING SUPERINTENDENT	40.30
0753	FAIRGROUNDS GOLF MANAGER	30.24
2574	FAMILY HEALTH SECTION MANAGER	49.57
9131	FEMA PROJECT MANAGER	47.74
4516	FIRE SERVICES OFFICER	49.81
2637	FIRST 5 SECTION MANAGER	47.75
5240	FLEET MANAGER	47.64

9132	FLOOD ELEVATION MANAGER	46.26
0868	GENERAL SERVICES DEPUTY DIRECTOR	57.13
1220	GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR	41.78
0848	HEALTH CARE COMPLIANCE/PRIVACY & SECURITY OFFICER	46.67
2675	HEALTH OFFICER	87.27
2634	HEALTH PROGRAM MANAGER	39.36
2672	HEALTH SERVICES CLINIC MANAGER	54.72
2541	HEALTH SERVICES DIVISION DIRECTOR	67.00
2636	HEALTH SERVICES SECTION MANAGER	47.75
2671	HEALTHY COMMUNITIES SECTION MANAGER	47.75
0805	HUMAN RESOURCES ANALYST I	29.44
0802	HUMAN RESOURCES ANALYST I PROJECT	29.44
0806	HUMAN RESOURCES ANALYST II	33.89
0803	HUMAN RESOURCES ANALYST II PROJECT	33.89
0807	HUMAN RESOURCES ANALYST III	38.10
0804	HUMAN RESOURCES ANALYST III PROJECT	38.10
0164	HUMAN RESOURCES INFORMATION SYSTEMS MANAGER	50.62
0812	HUMAN RESOURCES MANAGER	43.78
3089	HUMAN SERVICES DIVISION DIRECTOR	52.77
0439	HUMAN SERVICES FISCAL MANAGER	45.39
3087	HUMAN SERVICES SECTION MANAGER	45.02
9301	IHSS PUBLIC AUTHORITY DEPARTMENT ANALYST	32.26
9300	IHSS PUBLIC AUTHORITY MANAGER	51.71
0149	INFORMATION SYSTEM DIVISION DIRECTOR	57.34
0143	INFORMATION SYSTEMS PROJECT MANAGER	49.88
0325	INSTITUTIONAL SERVICES MANAGER	38.10
5180	INTEGRATED WASTE OPERATIONS DIVISION MANAGER	47.53
0756	INTERIM EVENTS COORDINATOR	37.32
0426	INVESTMENT AND DEBT OFFICER	47.28
9103	LEASED HOUSING MANAGER	51.28
1248	MARINA MANAGER	42.56
0759	MARKETING AND PROMOTIONS COORDINATOR	37.32
2320	MEDICAL THERAPY PROGRAM MANAGER	46.63
1260	NATURAL RESOURCES MANAGER	43.83
1301	OSD ADMINISTRATIVE-FISCAL MANAGER	41.78
1289	OSD ASSISTANT GENERAL MANAGER	55.61
1300	OSD FINANCIAL ANALYST	32.26
0807	OSD HUMAN RESOURCES ANALYST III	38.10
1299	OSD PROGRAM MANAGER	44.71
1267	PARK MANAGER	47.51
1258	PARK PLANNING MANAGER	46.12
1245	PARKS GROUNDS MAINTENANCE MANAGER	47.51
2420	PATIENT CARE ANALYST	44.14
0410	PAYROLL MANAGER AUDITOR CONTROLLER'S OFFICE	44.93
1206	PREAPPLICATION PROJECT COORDINATOR	39.07
0758	PREMIUM AND EXHIBIT COORDINATOR	38.38

0839	PRINCIPAL ADMINISTRATIVE ANALYST	52.22
0857	PRINCIPAL ADMINISTRATIVE ANALYST - PROJECT	52.22
1210	PRMD DIVISION MANAGER	47.45
3084	PROGRAM DEVELOPMENT MANAGER	40.50
0887	PROGRAM PLANNING & EVALUATION ANALYST PROJECT	33.43
0880	PROGRAM PLANNING AND EVALUATION ANALYST	33.43
0477	PROGRAM SPECIALIST	30.28
0175	PUBLIC ASSISTANCE SYSTEMS MANAGER	46.01
0176	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	35.25
1278	PUBLIC FACILITIES MANAGER	47.51
2125	PUBLIC HEALTH LABORATORY DIRECTOR	50.82
5055	PUBLIC WORKS FLEET EQUIPMENT MANAGER	35.82
5058	PUBLIC WORKS OPERATIONS COORDINATOR	41.33
0339	PURCHASING AGENT	43.84
0763	REAL ESTATE MANAGER	44.91
0058	RECORDS AND INFORMATION MANAGER	37.09
1259	RECREATION AND EDUCATION SERVICES MANAGER	43.83
0813	RECRUITMENT & CLASSIFICATION MANAGER	50.34
5190	RECYCLING MANAGER	47.53
9104	REDEVELOPMENT MANAGER	51.28
2665	REGIONAL EMERGENCY MEDICAL SERVICES MANAGER	47.75
0434	RETIREMENT ACCOUNTING MANAGER	47.28
0373	RETIREMENT BENEFITS COORDINATOR	32.26
0378	RETIREMENT BENEFITS SERVICES MANAGER	44.93
0418	RETIREMENT INVESTMENT ANALYST I	33.99
0423	RETIREMENT INVESTMENT ANALYST II	39.67
0430	RETIREMENT INVESTMENT OFFICER	48.97
1055	RIGHT OF WAY MANAGER	47.53
0766	RISK MANAGEMENT ANALYST I	34.40
0771	RISK MANAGEMENT ANALYST I PROJECT	34.40
0767	RISK MANAGEMENT ANALYST II	37.84
0770	RISK MANAGEMENT ANALYST II PROJECT	37.84
0768	RISK MANAGEMENT ANALYST III	43.53
0764	RISK MANAGEMENT ANALYST III PROJECT	43.53
0765	RISK MANAGER	50.06
1373	ROAD OPERATIONS DIVISION MANAGER	47.53
1048	SENIOR CAPITAL PROJECT MANAGER	47.48
0170	SENIOR DEPARTMENT INFORMATION SYSTEMS MANAGER	52.91
1037	SENIOR PROJECT SPECIALIST	39.57
0441	SENIOR RETIREMENT INVESTMENT OFFICER	54.41
0060	SHERIFFS INFORMATION BUREAU MANAGER	38.10
0830	SHERIFFS SUPPORT SERVICES MANAGER	43.83
1208	SPECIAL DISTRICT PROJECT COORDINATOR PROJECT	39.57
0832	SPECIAL DISTRICTS COORDINATOR	36.35
0849	SPECIAL PROJECTS DIRECTOR PROJECT	54.71
2694	Substance Use Disorder & Comm Recvry Svcs Sect Mgr	47.75

0419	SUPERVISING ACCOUNTANT	38.38
0808	SUPERVISING HUMAN RESOURCES ANALYST	43.78
0436	TAX ACCOUNT MANAG AUD CONT OFF	44.93
0431	TAX COLLECTION MANAGER	43.48
0986	TECHNICAL WRITING MANAGER	45.80
0809	TRAINING MANAGER	44.87
1377	TRANSIT SYSTEMS MANAGER	49.87
0429	TREASURY MANAGER	43.48
3026	VALLEY OF THE MOON CHILDREN'S HOME MANAGER	40.50
0610	VETERANS SERVICE OFFICER	38.19
0769	VOCATIONAL REHABILITATION COUNSELOR	42.28
0912	WATER AGENCY ASSISTANT GENERAL MANAGER	77.22
1219	WATER AGENCY CAD-GIS COORDINATOR	41.78
1026	WATER AGENCY CAPITAL PROJECTS MANAGER	56.62
1019	WATER AGENCY CHIEF ENGINEER-DIR OF GRNDWATER MGT	82.33
5057	WATER AGENCY COORDINATOR	57.44
0994	WATER AGENCY DIV MGR - ENVIR RES & PUBLIC AFFAIRS	64.95
0910	WATER AGENCY DIVISION MGR ADMINISTRATIVE SERVICES	59.68
0996	WATER AGENCY ENVIRONMENTAL RESOURCES MANAGER	56.51
0911	WATER AGENCY GOVERNMENTAL AFFAIRS MANAGER	52.66
5127	WATER AGENCY OPERATIONS SUPERINTENDENT	40.44
1024	WATER AGENCY PRINCIPAL ENGINEER	67.79
0919	WATER AGENCY PRINCIPAL ENVIRONMENTAL SPECIALIST	47.59
1074	WATER AGENCY PRINCIPAL HYDROGEOLOGIST	67.79
0982	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	45.80
0908	WATER AGENCY PUBLIC INFORMATION OFFICER	40.02

**APPENDIX A  
SALARY TABLES**

**UNREPRESENTED - Bargaining Unit 0051**

Job Code	Job Title	A Step Rate
7401	ACCOUNT CLERK I CONFIDENTIAL	18.18
7402	ACCOUNT CLERK II CONFIDENTIAL	20.56
7415	ACCOUNTANT I CONFIDENTIAL	27.14
7416	ACCOUNTANT II CONFIDENTIAL	31.61
7404	ACCOUNTING TECHNICIAN CONFIDENTIAL	24.00
0823	ADMINISTRATIVE AIDE CONFIDENTIAL	25.49
7384	AUDITORS PAYROLL TECHNICIAN CONFIDENTIAL	25.30
0851	BOARD OF SUPERVISORS AIDE	25.49
7155	DEPT INFO SYSTEMS SPEC II PROJECT CONFIDENTIAL	35.24
7158	DEPT INFO SYSTEMS SPECIALIST I CONFIDENTIAL	31.09
7159	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	35.24

7777	DEPUTY EMERGENCY SERVICES COORDINATOR CONFIDENTIAL	32.26
7027	EXECUTIVE ASST CAO CONFIDENTIAL	27.84
0027	EXECUTIVE ASST TO SHERIFF	26.74
7022	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	26.75
7025	EXECUTIVE SECRETARY CONFIDENTIAL	25.30
7803	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	24.52
7024	IHSS PUBLIC AUTHORITY SECRETARY	22.51
7019	LEGAL ASSISTANT CONFIDENTIAL	25.47
7020	LEGAL SECRETARY I CONFIDENTIAL	20.57
7021	LEGAL SECRETARY II CONFIDENTIAL	23.62
7001	OFFICE ASSISTANT I CONFIDENTIAL	16.19
7002	OFFICE ASSISTANT II CONFIDENTIAL	18.05
7011	OFFICE ASSISTANT TRAINEE CONFIDENTIAL	15.27
0030	OFFICE SUPPORT SUPERVISOR BOARD OF SUPERVISORS	28.08
7007	OFFICE SUPPORT SUPERVISOR CONFIDENTIAL	24.35
7025	OSD EXECUTIVE SECRETARY CONFIDENTIAL	25.30
7382	PAYROLL CLERK CONFIDENTIAL	24.07
7130	PROGRAMMER ANALYST CONFIDENTIAL	36.07
7101	RECEPTIONIST CONFIDENTIAL	20.56
7023	SECRETARY CONFIDENTIAL	22.51
7403	SENIOR ACCOUNT CLERK CONFIDENTIAL	22.66
7003	SENIOR OFFICE ASSISTANT CONFIDENTIAL	20.56
7009	SENIOR OFFICE SUPPORT SUPERVISOR CONFIDENTIAL	26.78
7129	SENIOR PROGRAMMER ANALYST CONFIDENTIAL	43.13
7372	SENIOR RETIREMENT BENEFITS SPECIALIST CONFIDENTIAL	27.14

## APPENDIX A SALARY TABLES

### UNREPRESENTED - Bargaining Unit 0052

Job Code	Job Title	A Step Rate
1142	AGRICULTURAL COMMISSIONER-SEALER	69.20
8108	AUDITOR CONTROLLER-TREASURER-TAX COLLECTOR	109.26
3240	CHIEF PROBATION OFFICER	69.06
0845	COUNTY ADMINISTRATOR	123.06
8105	COUNTY CLERK-RECORDER-ASSESSOR	87.90
4035	COUNTY COUNSEL	107.74
0816	DIRECTOR HUMAN RESOURCES	76.26
4600	DIRECTOR INDEPENDENT OFF OF LAW ENF REV & OUTREA	64.68
0876	DIRECTOR OF CHILD SUPPORT SERVICES	68.83
0775	DIRECTOR OF EMERGENCY MANAGEMENT	66.09
4520	DIRECTOR OF FIRE AND EMERGENCY SERVICES	71.98
2677	DIRECTOR OF HEALTH SERVICES	82.55

3090	DIRECTOR OF HUMAN SERVICES	78.16
1270	DIRECTOR OF REGIONAL PARKS	69.53
1042	DIRECTOR OF TRANSPORTATION & PUBLIC WORKS	79.78
1215	DIRECTOR PRMD	72.12
8101	DISTRICT ATTORNEY	107.34
0741	EXECUTIVE DIRECTOR ECONOMIC DEVELOPMENT BOARD	61.47
9101	EXECUTIVE DIRECTOR SONOMA COUNTY CDC	70.37
0750	FAIR MANAGER	60.29
0870	GENERAL SERVICES DIRECTOR	74.32
0150	INFORMATION SYSTEM DIRECTOR	74.36
0844	LAFCO EXECUTIVE OFFICER	55.42
1290	OSD GENERAL MANAGER	69.53
4050	PUBLIC DEFENDER	83.36
0425	RETIREMENT ADMINISTRATOR	88.42
8103	SHERIFF-CORONER	100.52
5191	WASTE MANAGEMENT AGENCY EXECUTIVE DIRECTOR	47.53
1020	WATER AGENCY GENERAL MANAGER	99.92

## APPENDIX A SALARY TABLES

### FLAT RATES

Job Code	Job Title	A Step Rate
0819	ADMINISTRATIVE AIDE EDB EXTRA HELP	\$17.10
8108	AUDITOR CONTROLLER/TREASURER/TAX COLLECTOR	\$109.26
0845	COUNTY ADMINISTRATOR	\$123.06
8105	COUNTY CLERK-RECORDER-ASSESSOR	\$87.90
4035	COUNTY COUNSEL	\$107.74
8101	DISTRICT ATTORNEY	\$107.34
3395	KEEPER	\$43.72
4061	LIFEGUARD-A EXTRA HELP	\$16.33
4062	LIFEGUARD-B EXTRA HELP	\$17.56
4063	LIFEGUARD-C EXTRA HELP	\$18.87
0834	SENIOR ADMINISTRATIVE AIDE EDB EXTRA HELP	\$22.93
8103	SHERIFF-CORONER	\$100.52
4067	SUPERVISING LIFEGUARD – A EXTRA HELP	\$20.26
4068	SUPERVISING LIFEGUARD – B EXTRA HELP	\$21.41
4069	SUPERVISING LIFEGUARD – C EXTRA HELP	\$22.60

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