

EXHIBIT A

2008-2009, 2009-2010 and 2010-2011 COMPENSATION PLANS FOR DESIGNATED MANAGEMENT AND CONFIDENTIAL EMPLOYEES

Applicability

This plan covers the salaries and benefits of employees in position that have been designated as “Management” or as “Confidential” by the County Employee Relations Officer. It does not apply to elected or appointed department heads, judges or constables, nor does it apply to employees in Unit 7 (Law Enforcement Management).

Written Policies and Procedures

Written policies and procedures affecting salaries, benefits and terms and conditions of employment which apply to employees covered by this plan include, but are not limited to, the following:

- Salary Resolution (Resolution No. 82-170 as amended)
- Merit System Resolution and Rules (Resolution No. 78-142)
- Travel Ordinance
- Employer-Employee Relations Policy (Resolution No. 77-147 as amended)
- Educational Reimbursement Policy (Resolution No. 76-138 as amended)

Public Employees’ Retirement System

I.R.S. Code Section 414 (H) (2)

The County shall implement I.R.S. Code Section 414 (H) (2) by having employees pay their own required member contributions to the Public Employees’ Retirement System. This shall apply to both miscellaneous and safety categories.

Salary Adjustments

All employees covered by this plan shall receive a twelve salary range (approximately 6%) adjustment effective June 29, 2008. In addition, certain classes shall receive added salary ranges (see Attachment 1). All employees covered by this plan shall receive an eight salary range (approximately 4%) adjustment effective June 28, 2009, and a six salary range (approximately 3%) adjustment effective June 27, 2010.

Sick Leave Payoff

Employees newly hired into a management or confidential position after December 31, 1996 shall not be eligible for compensation for unused sick leave upon separation from County service. Employees promoted into a management or confidential position after December 31, 1996 shall be eligible for compensation for unused sick leave upon separation from County service if their original hire date was prior to January 1, 1997.

Sick Leave Conversion

Any County employee hired prior to January 2, 1997, may, in the 36 months prior to retirement, elect to have any portion of accumulated sick leave that is subject to compensation upon retirement, compensated by having the cash equivalent deposited into deferred compensation, subject to applicable State and Federal tax laws. The amount of sick leave an employee may elect to convert is based upon their sick leave payoff compensation percentage as of the date they make the deposit(s). Employees must have completed at least 14 years of continuous service to the County to be eligible for sick leave conversion. The employee may elect to do this in one deposit or to have up to three separate deposits in three separate calendar years.

At no time shall an employee reduce their accumulated sick leave to less than three weeks by deposit into deferred compensation.

Any sick leave subject to compensation that remains upon separation shall be paid to the employee by check or by deposit into deferred compensation, at the employees' option.

Holidays

Employees shall receive a total of two floating holidays each fiscal year. One of the floating holidays must be used during the fiscal year earned and does not carry over into the next fiscal year.

Work Week for Full-Time Employees

All full-time employees covered by this plan shall work a forty hour week and shall be compensated accordingly. Such work week shall be a nominal forty hour week. Employees are expected to accomplish results in their positions, regardless of the time necessary to accomplish the results. The time cards submitted by such employees shall therefore arbitrarily show forty hours worked per week, regardless of the time actually spent on the job. Vacation, sick leave, and other status shall be accounted for in the same manner as for other employees. Absence of Management and Confidential employees from their work stations during normal working hours is subject to the prior consent of the department head.

Administrative Leave for Full-Time Employees

- A. Except for during emergencies, as provided in Salary Resolution Section 9 A (9), full-time Management and Confidential employees are not eligible for compensating time off for time worked in excess of forty hours per week. Ten (10) days of administrative leave will be available for each designated Management and Confidential employee, effective the first pay period beginning in July through the last pay period beginning in June. Such leave shall not be carried into succeeding fiscal years, and such leave shall be forfeited upon termination of employment. Employees hired into a full-time designated Management or Confidential position shall receive ten (10) days of administrative leave effective upon the date of hire, and may be allowed to use such leave immediately. Employees in positions that are newly designated as Management or Confidential shall receive a pro rated portion of administrative leave (based upon the number of pay periods remaining in the fiscal year). An employee who is on leave of absence status July 1 of a year shall not receive administrative leave until they return to paid status and then shall receive a pro rated portion for the remainder of the fiscal year. Administrative leave shall not be a right, but shall be a benefit which may only be utilized at the discretion of the department head.
- B. Under unusual circumstances, if a department head is unable to allow an employee to utilize their administrative leave during the fiscal year because of a natural disaster or some other emergent condition which has significantly increased the employee's workload, the employee may request that the unused administrative leave be carried into the next fiscal year. The employee shall make such request in writing to the department head. If the department head attests that the reasons for the request meet the conditions outlined above and concurs with the request, the request shall be sent to the Personnel Director for final review on or before June 15. Administrative leave carried over but not used prior to September 30 shall be forfeited.

Part-Time Employees

Employees in designated Management or Confidential positions which are regular part-time (less than forty hours per week) shall be paid on an hourly basis and shall not be eligible for administrative leave, but shall instead be eligible for overtime compensation as described in Section 9 A of the Salary Resolution, except that Subsection 9 A (11) of the Salary Resolution shall not apply to said employees.

Other Benefits

- A. In addition to benefits which may be provided by other written policies, the following benefits will be made available to employees covered by this plan:
- a deferred compensation plan
 - life insurance in the amount of \$20,000

- B. State Bar dues shall be paid annually on behalf of Deputy County Counsels, Supervising Child Support Attorney, the Assistant District Attorney, the Assistant Public Defender, and the Assistant County Counsel.
- C. Employees in the class of Correctional Lieutenant and Correctional Captain who are required to wear and maintain a uniform prescribed by the Sheriff shall receive an annual uniform allowance equivalent to employees in the Law Enforcement Management representation unit. Employees in the class of Program Coordinator assigned to the County Animal Shelter who are required to wear and maintain a uniform prescribed by the Sheriff shall receive an annual uniform allowance equivalent to employees in the class of Animal Control Officer. Such uniform allowance shall be paid to such employees who are on active payroll status during the first full payroll period in September; payment of such uniform allowance to be made on the last payday in September. Effective beginning the first full pay period in September, 2008, the annual amounts shall be paid pro-rated on a bi-weekly basis.

If a new employee is hired into the class of Correctional Lieutenant and Correctional Captain who has not previously been required to wear and maintain a uniform prescribed by the Sheriff, he/she shall receive an initial uniform allowance of \$240.00 no later than receipt of his/her second payroll warrant. Such uniform allowance shall be paid in addition to the annual uniform allowance set forth above.

- D. Employees in the class of Facility Maintenance Manager shall receive a tool maintenance allowance of \$250.00 per year. Employees who are employed on the first working day in August shall be eligible to receive all or part of this allowance and shall receive the payment on the second pay day in September. Eligible employees who have worked less than the equivalent of five (5) months of full-time service on the first working day in August shall receive one-half of the tool maintenance allowance allowed for hereinabove. The tool maintenance allowance shall be deemed to cover the repair or replacement of all tools provided by employees which may be lost or damaged during the course of their use at a County work site.

E. Vacation Conversion

Employees covered by this plan shall have the option to convert up to two weeks of vacation credit to cash or as a contribution to the County's deferred compensation plan. Such conversion shall be administered as follows:

1. Employees may request to convert vacation credit during the month of November, on a form provided by the Auditor-Controller's Office.
2. Said conversion shall be paid to employees or contributed to the County's deferred compensation plan on either the first or second payday in December.

3. Employees may convert up to two regular work weeks of vacation credit to cash or as a contribution to the County's deferred compensation plan.
4. Employees may only request vacation conversion one time per calendar year.

F. Educational Reimbursement

In accordance with the County's Educational Reimbursement Policy (Resolution No. 76-138 as amended) the County will provide reimbursement for courses and certification examinations which are directly related to the employee's present position or promotion within the County service. Reimbursement, which will be provided for tuition, fees and material costs directly related to the approved course, shall be limited to two hundred fifteen dollars (\$215.00) per course or seventy-five dollars (\$75.00) per semester or quarter unit, whichever amount is greater, not to exceed four hundred fifty dollars (\$450.00) per individual employee per fiscal year. Said reimbursement shall include fifty percent (50%) reimbursement for the costs of required textbooks and one hundred percent (100%) reimbursement for the costs of certification examinations. Only full-time employees are eligible for educational reimbursement.

G. Catastrophic Leave

1. Definition of Catastrophic Illness or Injury

Catastrophic illness or injury is a severe illness or injury which is expected to incapacitate the employee for an extended period of time and which creates a financial hardship because the employee has exhausted all of his/her accumulated paid leave time. Catastrophic illness or injury is further defined as a debilitating illness or injury of an employee's spouse, domestic partner, son or daughter that results in the employee being required to take time off from work for an extended period to care for the family member, when this creates a financial hardship because the employee has exhausted all of his/her accumulated paid leave time. An employee's job related illness or injury subject to workers' compensation coverage shall not be eligible for this catastrophic leave provision.

2. Conditions Under Which Paid Leave Time May Be Donated to an Employee

- a. Any employee may donate accumulated vacation, compensatory time or holiday time to an eligible employee. Sick leave cannot be donated.
- b. Donations must be made in increments of one regular work day (or more) from the donating employee.
- c. The donation of paid leave time is irreversible. Should the employee receiving the donated hours not use all donated leave for the catastrophic illness/injury, any balance will remain with that employee or will be

converted to cash upon the employee's separation from County employment.

- d. Donated paid leave time shall be converted to its cash value and then credited to the recipient in hours at the recipient's base hourly rate as holiday credit.
- e. Employees donating paid leave time shall do so in writing on a form developed by the County.
- f. All donation transactions shall be credited effective the pay period following submittal of the form requesting the paid time donation.

3. Conditions Under Which Paid Leave Credits May Be Used

- a. The employee requesting to use "catastrophic leave" shall submit a written request to their appointing authority for review. The request must include a written statement from a licensed physician verifying the illness or injury. If the appointing authority approves the request it shall be forwarded to the Auditor-Controller for implementation, along with the form from the employee donating time to the affected employee.
- b. The affected employee must have exhausted any accumulated paid leave time for which they are eligible (sick, vacation, compensatory, holiday) prior to utilizing catastrophic leave.
- c. Any paid leave time accrued by the affected employee while using donated time must be used during the next pay period.
- d. Only employees who accrue vacation are eligible to receive donated paid leave time.
- e. The use of donated paid leave time shall not exceed three months for any one catastrophic illness/injury.
- f. In no event shall a leave for the recipient employee be granted for longer than one year from the time the employee is unable to work in his/her regular job.

H. Voluntary Furlough

Employees may request a voluntary unpaid furlough using the following guidelines:

- 1. The leave (furlough) would be granted only after prior approval of the appointing authority.

2. Leave is not to exceed 520 hours per year for a 40 hour per week employee.
3. Leave is not to be used in lieu of medical leave.
4. Credits toward sick leave, vacation, and holiday eligibility would accrue as if the employee were in paid status.
5. Leave time shall count toward time in service for step advancement, completion of probation, and seniority for purposes of layoff.
6. Leave shall be granted without requiring the employee to use other accumulated leave time first.
7. Leave shall be granted only to those employees who are in paid status the entire work day before and the entire work day after the leave day(s).
8. Leave shall not be available to employees on other leave without pay.

I. Fair Labor Standards Act

a. Overtime

Employees in classifications subject to the provisions of the Fair Labor Standards Act shall be eligible for overtime compensation as described in Section 9 A of the Salary Resolution (with Subsection 9 A (11) not being applicable), with overtime of more than five minutes in excess of a regular work day to be counted as time worked.

b. Discipline

The County's disciplinary action policies, as stated in the Merit System Rules, will be applied in conformance with the Fair Labor Standards Act (FLSA). Notwithstanding the general requirements of the Merit System Rules, FLSA exempt employees will only be subject to discipline in conformance with the requirements of the FLSA salary test.

J. Differential Pay for Working Out of Class

When assigned by their appointing authority, or his/her designated representative, an employee shall be required to perform the principal duties of a higher classification. Employees so assigned shall be compensated with the salary the employee would receive if the assignment was a promotion to that position; provided, however, that the employee shall only receive such additional compensation when the assignment is for more than ten (10) consecutive work days or longer and that payment of such additional compensation shall be for all time worked in such assignment.

K. Longevity Incentive Pay

Employees who have ten (10) years of uninterrupted continuous County service shall be eligible for an increase in compensation of ten (10) salary ranges (approximately 5%).

Longevity calculations shall be counted from the initial date of hire into any regular or grant position as long as there has been no separation from County service. Time spent in layoff status, on medical leave or any unpaid leave greater than 30 calendar days shall not count as time worked for longevity calculations. Should an employee be separated from County employment due to layoff, and then return to regular County employment while in layoff status their calculation for longevity purposes shall be based on their initial date of hire into a regular or grant position prior to the date of layoff. Effective July 8, 2007, employees who have twenty (20) years of uninterrupted continuous County service shall be eligible for an increase in compensation of an additional ten (10) salary ranges (approximately 5%).

Employees who promote from Unit 6 (HDSO) shall continue to receive the longevity pay they were entitled to in Unit 6 until they become eligible for the above Longevity Incentive Pay, at which time the Unit 6 longevity pay shall be eliminated.

L. Hospital Administrator on Duty Assignment Pay

When assigned by the Mental Health Director, an employee with the appropriate qualifications may be required to be on-call as the Hospital Administrator on Duty. When so assigned an employee shall receive a ten (10) salary range increase in compensation for the duration of the assignment.

M. Public Health Administrator on Duty Assignment Pay

When assigned by the Health and Human Services Director, an employee in the class of Health Officer, Deputy Health Officer, or Health and Human Services – Public Health Branch Director may be required to be on call as the Public Health Administrator on duty. When so assigned the Health Officer or Deputy Health Officer shall receive a five percent (5%) salary increase in compensation for the duration of the assignment. When so assigned the Health and Human Services – Public Health Branch Director shall receive a ten (10) salary range increase in compensation for the duration of the assignment.

ATTACHMENT 1 TO EXHIBIT A

The following classes shall be increased the number of salary ranges listed, in addition to the 12 salary range increase effective for all classes June 29, 2008.

<u>CLASS NUMBER</u>	<u>CLASS TITLE</u>	<u>SALARY RANGES</u>
474	Assistant Chief Probation Officer	26
601	Assistant County Administrative Officer	28
650	Assistant Director – Administration – Health & Human Services	26
649	Assistant Director – Programs – Health & Human Services	26
616	Assistant District Attorney	4
682	Assistant Treasurer & Tax Collector	35
437	Correctional Captain	5
931	Deputy Branch Director	20
508	Director of Public Health Nursing	2
932	Director of Psychiatric Nursing	2
851	Employment & Training Manager	22
814	Health & Human Services – Deputy Director – Employee Services	20
817	Health & Human Services – Deputy Director – Finance	20
816	Health & Human Services – Deputy Director – Information Services	20
545	Health & Human Services – Mental Health Branch Director	20
544	Health & Human Services – Public Health Branch Director	20
818	Health & Human Services – Social Services Branch Director	20
131	IT Division Coordinator	20
934	Program Manager (Unlicensed)	27
934	Program Manager (Licensed)	8
747	Program Manager I	52
933	Senior Program Manager	8