

# Before the Board of Supervisors County of Placer, State of California

In the matter of: AN ORDINANCE AMENDING  
SECTIONS 3.04.450, 3.04.475, 3.12.020, 3.12.100, and  
3.12.110 OF CHAPTER 3 OF THE PLACER COUNTY CODE

Ordinance No: \_\_\_\_\_  
First Reading: July 9, 2013

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Jim Holmes  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
Ann Holman

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

**Section 1:** That Section 3.04.450 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:

**3.04.450** Sick leave contributions—PPEO represented, DSA represented and confidential employees.

\* \* \*

G. Maximum Donated Hours:

~~1. Confidential Employees. The maximum time that may be initially donated into an employee's account is one thousand forty (1,040) hours. Additional time may be donated in amounts not exceeding one thousand forty (1,040) hours to a maximum of four thousand one hundred sixty (4,160) hours (equivalent to two years full-time employment). To be eligible to receive more than the original one thousand forty (1,040) hour limit, there must be a favorable prognosis for recovery and a predictable date of return to work.~~

~~a. Employees will receive the donated hours incrementally, based upon the duration of the leave and the number of hours needed to receive their regular pay less any Paid Family Leave (PFL) benefits, worker's compensation benefits or salary protection as applicable.~~

2. **Confidential, DSA Represented and PPEO Represented Employees.** The maximum time that may be donated into an employee's account is one thousand forty (1,040) hours.

a1. Employees will receive the donated hours incrementally, based upon the duration of the leave and the number of hours needed to receive their regular pay less any State Disability Insurance (SDI), Paid Family Leave (PFL) benefits, or worker's compensation benefits **or salary protection plan benefits**, as applicable.

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**Section 2:** That Section 3.04.475 of Chapter 3 of the Placer County Code is hereby added and shall read as follows:

**3.04.475** Vacation.

\* \* \*

C. Military Leave Accrual Cap Exception.

~~1. DSA Represented, PPEO Represented and Unclassified Non-management Employees.~~ Any employee on active military leave qualifying under Section 3.04.560(B) and reaching the maximum vacation accrual limit as of the time specified in subsection B of this section will, upon his or her return to work be paid in cash, the salary equivalent of hours that would have accrued while on leave in excess of the maximum vacation accrual limit.

~~2. Management and Confidential Employees. Any employee on sick leave or active military leave qualifying under Section 3.04.560(B) and having more than the maximum vacation accrual limit as of the time specified in subsection D of this section may, with the approval of the board of supervisors:~~

~~\_\_\_\_\_ a. \_\_\_\_\_ Continue to accrue vacation hours until he or she returns to work; or~~

~~\_\_\_\_\_ b. \_\_\_\_\_ At the discretion of his or her appointing authority as of the time specified in subsection D of this section, be paid in cash the salary equivalent of hours in excess of the maximum vacation accrual limit so as to bring such accrued time down to the limit.~~

D. Management, Unclassified Non-management and Confidential Employees.

1. All employees designated as management or confidential by the board of supervisors shall not have in a vacation account more than five hundred twenty (520) vacation hours.

~~Management. The county executive officer, for good cause shown, may direct that a portion of the hours be converted to management leave.~~

2. The county executive officer may adjust the vacation accrual rate of management and unclassified non-management employees.

3. The appointing authority, upon approval of the county executive officer, may offer a beginning balance of vacation leave up to eighty (80) hours upon hire to an eligible candidate.

**Section 3: That section 3.12.020 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:**

**3.12.020 Classified service—Salary and benefits notations.**

\* \* \*

30. Confidential Pay. Permanent employees in positions designated as Confidential, as defined in the Placer County Employer and Employee Relations Policy, shall receive two and one half percent additional pay. **Effective pay period 14, December 14, 2013, permanent employees in positions designated as Confidential shall receive three and one half percent additional pay.**

\* \* \*

**Section 4:** That section 3.12.100 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:

**3.12.100**     Cafeteria plan.

A.     Management and Confidential Employees.

1.     Each management and confidential employee will receive annually, for allocation within the cafeteria plan, an amount equal to the costs of the discontinued supplemental compensation and retiree life insurance programs. Plan components will be set by the IRS Cafeteria Plan Adoption Resolution. **This allocation basis will expire effective at 12:00 midnight on December 13, 2013.**

2.     The above referenced options may only be changed during open enrollment for the following calendar year.

3.     Employees terminating from county employment, or who are removed from the management or confidential team designation, will receive a prorated amount based upon the number of pay periods completed during that calendar year.

**4.     Effective pay period 14, December 14, 2013, employees designated as confidential will receive an employer paid annual cafeteria contribution of \$2,860.00, per person.**

**5.     Effective pay period 14, December 14, 2013, employees designated as management will receive an employer paid annual cafeteria contribution of \$2,100.00, per person.**

\*           \*           \*

**Section 5:** That section 3.12.110 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:

**3.12.110**     County payment—Employee share of CalPERS retirement contribution.

\*           \*           \*

F.     Management and Confidential Employees. Effective pay period 3, beginning at 5:01 p.m., July 9, 2004, for those employees in the CalPERS miscellaneous retirement plan the county will pick up seven percent of the employee's contribution of the CalPERS cost and the employee will pay one percent of the eight percent total required CalPERS employee contribution.

**Effective pay period 14, December 14, 2013, for confidential employees hired prior to March 13, 2011, the county will pick up six percent of the employee's**

**contribution of the CalPERS cost and the employee will pay two percent of the eight percent total required CalPERS employee contribution.**

New employees hired after March 12, 2011, will pay 100% of their CalPERS employee contribution.

\* \* \*

**Before the Board of Supervisors  
County of Placer, State of California**

**In the matter of: AN ORDINANCE AMENDING**

**Ordinance No:** \_\_\_\_\_

An Un-codified Ordinance Related to the Compensation and Benefits for Confidential and Placer Public Employee Organization Represented Employees

**First Reading:** July 9, 2013

The following **Ordinance** was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Jim Holmes,  
Chair, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
Ann Holman

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

That this uncodified Ordinance modifies provisions relating to salaries, compensation and benefits of the Confidential and Placer Public Employee Organization represented employees, as set out below and is effective on passage. This ordinance shall not be codified.

**1. Cost of Living Adjustment**

Beginning with the pay period starting on December 14, 2013 Confidential employees shall receive a cost of living adjustment of two percent (2%) to their base hourly rate.

**2. Cost of Living Adjustment**

Beginning with the pay period starting on December 14, 2013, Placer Public Employee Organization represented employees shall receive a cost of living adjustment of two percent (2%) to their base hourly rate.



**MEMORANDUM**  
OFFICE OF THE  
**COUNTY EXECUTIVE**  
COUNTY OF PLACER

**TO:** Honorable Board of Supervisors  
**FROM:** David Boesch, County Executive Officer and Nancy Nittler, Personnel Director  
By: Therese Leonard, Principal Management Analyst  
**DATE:** July 23, 2013  
**SUBJECT:** Confidential Employee Compensation and County Code, Chapter 3 Updates

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**ACTION REQUESTED**

It is recommended that your Board take the following actions:

1. Approve an ordinance adjusting the compensation and employment terms for confidential employees and those applicable to management and unclassified non-management employees.
2. Approve an un-codified ordinance adjusting salaries for confidential and Placer Public Employee Organization employees.

**BACKGROUND**

Placer County employees 60 confidential staff in the County Executive Office (29), the Personnel Department (20), County Counsel (6), the Auditor Controller's Office (3), and Health and Human Services (2). These confidential employees are designated in the *Placer County Employer-Employee Relations Policy* under the Meyers, Millias, Brown Act as those employees who have access to confidential information relating to the County's administration of employer-employee relations.

On July 9<sup>th</sup> the Board approved the following compensation adjustments and changes to employment terms for confidential employees effective December 14, 2013:

- **Wage Adjustment.** Two percent (2%) general wage increase.
- **Confidential Pay.** Increase from 2.5% to 3.5% of base pay.
- **Employee Pension Contribution Payments.** Confidential employees hired prior to March 13, 2011 will pay an additional 1%, for a total of 2%, of their employee pension contribution of 8% (Tier I).
  - Employees hired after March 13, 2011 pay 100% of their pension contribution.

- **Cafeteria Plan Contribution.** Changing the annual employer contribution formula to the flat amount of \$2,860 effective with the 2014 benefit year.
- **Donation to an Employees Sick Leave Balance.** Vacation hours that can be donated are limited to 1,040 hours.
- **Military Leave Accrual Cap Exception.** Upon return from a qualifying military leave, the employee will be paid the salary equivalent of hours that would have accrued in excess of the maximum vacation accrual limit.

The Board approved business practice changes for management employees due to IRS constructive receipt constraints including eliminating the ability to shift hours from vacation to management leave and the election to cash out vacation hours above the vacation accrual limit upon return from a qualifying military leave. Further, to finalize the conversion of contract employees to regular employees, the County Executive Officer can adjust vacation accrual rates for these employees.

### **FISCAL IMPACT**

The impacts of these compensation adjustments on the County's budget have been held to a minimum whenever possible. Proposed salary adjustments have been offset by increased cost sharing by the employee for their pension benefit and by freezing the cafeteria plan benefit at 2014 contribution levels. The total annual cost for the proposal will not be realized until FY 2014-15 and is estimated at \$112,263.

### **Attachments:**

1. Ordinance amending the Placer County Code, Chapter 3 implementing compensation and benefit adjustments for confidential employees and applicable updates for management employees.
2. Un-codified Ordinances implementing a salary adjustment for Confidential employees and updated the effective date of the salary adjustment for PPEO represented employees.

