

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

In the matter of:

AN ORDINANCE AUTHORIZING
THE COUNTY TO APPROVE
SALARY, COMPENSATION, & BENEFITS
ADJUSTMENTS FOR MANAGEMENT
& CONFIDENTIAL EMPLOYEES

Resol. No: _____

Ord. No: _____

First Reading: _____

The following ORDINANCE was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held November 7, 2006 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

CHAIRMAN, BOARD OF SUPERVISORS

Attest:
Clerk of said Board

The Board of Supervisors of the County of Placer, State of California, hereby ordains as follows:

Section 1. That the Management Employee Salary, Compensation, & Benefits Ordinance, attached hereto as **Exhibit A** and incorporated herein by this reference, is hereby adopted and approved as to Placer County designated management employees, on the terms contained therein. Any provisions of the Placer County Code or County Administrative Regulations in conflict with attached Exhibit A are hereby superseded and amended according to the terms of Exhibit A.

Section 2. That the Confidential Employee Salary, Compensation, & Benefits Ordinance, attached hereto as **Exhibit B** and incorporated herein by this reference, is hereby adopted and approved as to Placer County designated confidential employees, on the terms contained therein. Any provisions of the Placer County Code or County Administrative Regulations in conflict with attached Exhibit B are hereby superseded and amended according to the terms of Exhibit B.

EXHIBIT A
2006
MANAGEMENT/SAFETY MANAGEMENT EMPLOYEE
SALARY, COMPENSATION AND BENEFITS ORDINANCE

All items shall become effective the first full pay period after adoption by the Board of Supervisors or on the date indicated herein.

1. MEDICAL INSURANCE

- A. The existing health insurance premium formula shall be continued for the 2007 benefit year, such that the County's share of costs for health care premiums for employees and dependents will be equal to 100% of the average cost of the lowest and the highest cost HMO plans widely available to County employees. Small regional HMOs, such as Western Health Advantage are excluded.
- B. Effective pay period 12, November 10, 2007 for the 2008 benefit year employees will pay 10% of the premium for any plan (excluding PERSCare which will be frozen at the 2007 employer rates) for the duration of this agreement. However, the County shall not change the formula for medical insurance premiums for retirees who retire before January 1, 2007. Those retirees will continue to pay premiums under the formula set out in paragraph 2.A. above through June 30, 2010.
- C. Tahoe Employees - The County will continue to provide a Rural Health Subsidy Allowance for Tahoe area employees which will be used for the reimbursement of medical expenses, as defined under IRS Code Section 213, which are not covered by any other insurance plan. The reimbursement cannot cover employee premium payments.
1. Employees who receive the 401(k) contribution in lieu of County paid health insurance will not be entitled to this benefit.
 2. Payment will be for reimbursement of actual medical expenses during the associated calendar year and not reimbursable under any other plan. Any unused balance will not be carried over to the following calendar year.
 3. Effective pay period 12, November 10, 2007, beginning with the 2008 benefit year, Tahoe employees will follow the premium formula as identified in paragraph 2.B. above through June 30, 2010.

Effective January 1, 2008, the Rural Health Subsidy will increase as follows:

4. Employees who have one-party coverage will be entitled to receive a maximum of \$2,000 each calendar year.
5. Employees who have two-party or family coverage will be entitled to receive a maximum of \$3,000 each calendar year.
6. As permitted by PERS, Tahoe employees who reach the PERS Choice \$2 million lifetime cap will be allowed to transition to PERS Care without an increase in the employee contribution to health premium.

2. DENTAL INSURANCE

Effective January 1, 2008 the dental insurance program will be restructured as follows:

- A. The annual dental maximum will be increased from \$1,500 to \$2,000 per covered individual
- B. The lifetime orthodontia maximum will be increased from \$1,500 to \$2,000 per covered individual
- C. The premium payment schedule will be restructured from two tiers to three tiers. The three tiers will be employee only, employee plus one dependent and employee plus two or more dependents. The County will continue to pay the cost of employee only coverage.

3. TAHOE SUBSISTENCE

Increase Tahoe Subsistence pay to six hundred seventy five (\$675) dollars per month.

4. GENERAL WAGE INCREASES

Base salary will be increased as follows (Sheriff, Undersheriff, Assistant Sheriff, Captain, and Lieutenant are excluded):

- A. Effective pay period 2, June 24, 2006, salaries shall be increased by four (4) percent as a general wage adjustment.
- B. Effective pay period 16, January 6, 2007 salaries shall be increased by three (3) percent as a general wage adjustment.
- C. Effective pay period 12, November 10, 2007 salaries shall be increased by five (5) percent as a general wage adjustment.
- D. Effective with pay period 12, November 8, 2008 salaries shall be increased by an additional 2.5% to 5% based on the change in the California CPI for urban wages earners and clerical workers for the period from July 2007 to June 2008.
- E. Effective with pay period 12, November 7, 2009 salaries shall be increased by an additional 2.5% to 5% based on the change in the California CPI for urban wages earners and clerical workers for the period from July 2008 to June 2009.

5. SALARY EQUITY ADJUSTMENTS

The following classifications will receive an equity adjustment with the identified effective dates:

Classification	Effective Date	Rate	Effective Date	Rate
Director Administrative Services		3.0%		
Director of Engineering and Development		2.2%		
Director of Facility Services		1.6%		
Director of Library Services		4.0%		
Chief Probation Officer		4.2%		
Assistant Assessor		2.5%		
Assistant Auditor Controller		5.0%	5.7%	5.7%

Assistant Chief Building Official	4.5%		
Assistant Chief Probation Officer	5.0%	2.5%	2.5%
Assistant Director of Child Support Svs	5.0%		
Assistant Director of Facility Services	5.0%	2.5%	2.5%
Assistant Director of Health & Human Svcs	5.0%	4.0%	4.0%
Assistant Director of Library Services	1.5%		
Assistant Director of Personnel	5.0%		
Assistant Director of Public Works	2.2%		
Assistant District Attorney	2.6%		
Assistant Juvenile Detention Facility Sup.	5.0%	2.0%	2.0%
Assistant Treasurer/Tax Collector	5.0%	5.7%	5.7%
Chief Deputy County Counsel	4.0%		
Deputy Director of Facility Svcs-Admin	5.0%		
Deputy Director of Information Technology	1.6%		
Deputy Director of Public Works/Land Dev	2.2%		
Dep. Director of Admin.-HHS	5.0%	2.3%	2.3%
Budget and Fiscal Operations Manager	1.6%		
Capital Improvements Manager	5.0%	2.5%	2.5%
Central Services Manager	1.7%		
Client Services Program Director	5.0%	0.7%	0.7%
Emergency Services Coordinator	2.3%		
Emergency Services Program Manager	>1.0%		
Food Services Manager	>1.0%		
Housing Program Coordinator	5.0%	1.3%	1.3%
Managing Accountant Auditor	5.0%	1.0%	1.0%
Museum Program Manager	2.6%		
Museums Administrator	4.4%		
Parks Administrator	1.3%		
Public Information Assistant II	3.2%		
Public Information Officer	5.0%	1.8%	1.8%
Purchasing Manager	1.5%		
Redevelopment Program Coordinator	4.8%		
Redevelopment Program Manager	5.0%		
Revenue Services Manager	5.0%	1.7%	1.7%
Sheriff's Communication Services Mgr	1.9%		
Treasurer Tax Manager	5.0%	3.7%	3.7%
Sheriff's Communication Services Mgr	1.9%		
Investigator-Chief District Attorney	5.0%	2.5%	2.5%
Investigator-Supervising District Attorney	1.5%		
Juvenile Detention Facility Super.	5.0%	2.0%	2.0%
Probation Manager	5.0%	2.0%	2.0%

6. ABANDONMENT OF EMPLOYMENT

A. Any employee who is absent for three days within his/her normal workweek consecutive shifts without being on authorized sick time, authorized vacation, or authorized leave of

absence, shall be presumed to have resigned his/her employment with the county. For purposes of this section, any such unauthorized absence during any portion of such employee's normal working day shall be held to be an unauthorized absence for such entire day. Nothing in this section shall prevent an appointing authority from suspending or discharging an employee on account of unauthorized absence.

- B. Any employee terminating his/her employment in the manner provided by this section shall be deemed to have left county service by resignation and shall be subject to the provisions of Section 3.08.1130.
- C. Such employee's appointing authority shall, at least five days prior to the time he/she submits the formal termination documents to the personnel department, mail, to the employee at such employee's last known address, by certified mail, a notice of proposed termination, together with a copy of this section.
- D. The resignation provided by this section may be rescinded by the employee's appointing authority, if such employee presents satisfactory reasons for his/her absence, in writing, within *ten* days of the date of *mailing* of the notice of proposed termination. Should the resignation not be rescinded by the appointing authority, the employee shall be so notified by certified mail. (Ord. 5058-B (Attach. 17), 2000: prior code § 14.525).

7. SICK LEAVE USE AT TERMINATION

Employees receiving compensation for sick leave use at termination shall not be eligible for reinstatement until 30 days after the effective date of termination.

8. HOLIDAY PAY (excluding Lieutenants)

For FLSA exempt employees who work an alternative schedule, where a scheduled day off falls on a county paid holiday, no vacation time will be charged to nor vacation hours credited to the employee's vacation account due to the holiday falling on a scheduled day off.

9. LICENSURE/CERTIFICATION

Management employees in the Health and Human Services Department who possess and use specialty licensure or certification which is above the minimum qualification and used during the normal course and scope of their position will receive a pay differential of five percent of base salary, example, licensed clinical social worker (LCSW).

10. CAFETERIA PLAN

Effective January 1, 2008, the existing Management and Confidential Supplemental Compensation plan and the Retiree Life Insurance policy (\$25,000 coverage for retirees who retire with ten years or more of service) will be discontinued. These two programs will be replaced with a Cafeteria Plan. Each Management and Confidential employee will receive annually, for allocation within the Cafeteria Plan, an amount equal to the existing costs of the discontinued programs. For management employees the amount will be approximately \$2,100. For confidential employees the amount will be set by calculating the equivalent of 4% of grade 352, step 5, approximately \$2,600. Plan components and the

IRS Cafeteria Plan Adoption Resolution will include, subject to the applicable provisions of law and the IRS rules and regulations, the following options: premium conversion, medical & dependent care flexible spending accounts, 401(k) contributions, cash, vacation buy-sell program and will allow employees to make personal contributions.

11. EMPLOYER MATCH FOR 401K PLAN/HEALTH REIMBURSEMENT ACCOUNT

Effective January 1, 2008, the employer will match one dollar for every four dollars in employee contributions made to a 401(k) account, up to a maximum employer contribution of \$750 per employee, per calendar year. The employer match will be paid into either the employee's 401(k) account or into the employee's Health Reimbursement Account (HRA). The employee will make an annual election as to which account any matching dollars will be paid into.

12. MEAL PER DIEM

Meal per diem without receipt:

- A. Breakfast \$10 (currently \$5 without a receipt, \$10 with)
- B. Lunch \$20 (currently \$8 without a receipt, \$15 with)
- C. Dinner \$30 (currently \$15 without a receipt, \$25 with)

13. VACATION CASHOUT

Allow management and confidential employees to cash out up to one-half of their annual vacation accrual each year

14. PROBATIONARY PERIOD

Establish a 12 month (2080 hours) probationary period for all new classified management and confidential employees hired after January 1, 2007

15. FAMILY MEDICAL LEAVE ACT

FMLA definitions to include step parents and step children and domestic partners

16. VISION INSURANCE

Reduce lock in/lock out period from two years to one year for the vision insurance effective with the open enrollment for the 2008 benefit year

17. FLOATING HOLIDAY

Floating holiday language change – allow half-day usage

18. PERSONAL PROPERTY LOSS POLICY

Personal property loss – requires police report and makes other language changes

19. SALARY PROTECTION PLAN

To clarify the existing practice that employees who utilize the salary protection plan do not accrue service hours, which will affect all service hour related pays and benefits; vacation, sick leave, management leave, supplemental compensation and cafeteria plan benefits will be prorated based upon the number of salary protection hours used. In addition, the period

time spent absent from work for the same illness will be eligible to count towards the waiting period.

20. EMPLOYER PAID MEMBER CONTRIBUTIONS

To clarify the payroll practice established December 17, 1999, that management, safety management, elected officials and confidential employees will continue to have seven (7) percent employer paid member contribution reported to CalPERS as special compensation.

21. AUTOMOBILE ALLOWANCE

The automobile allowance will be increased from \$5400 to \$6600 per year.

EXHIBIT B
2006
CONFIDENTIAL EMPLOYEE
SALARY, COMPENSATION AND BENEFITS ORDINANCE

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5. CALL BACK PAY

- A. When an employee is called back to work after he/she has completed an assigned shift, the employee shall receive a minimum of 2 hours of call-back pay at 1.5 times the employee's hourly rate. Time worked for which the employee is entitled compensation shall include reasonable travel to the worksite.
- B. Call-back pay shall not apply to situations where the employee has been retained on duty by the employee's supervisor beyond the end of the employee's shift. Call-back pay at the minimum rate of 1 hour at 1.5 times the employee's hourly rate shall apply to those situations where an employee performs authorized work on behalf of the County without being required to physically return to work.

6. ABANDONMENT OF EMPLOYMENT

- A. Any employee who is absent for three days ~~within his/her normal workweek~~ consecutive shifts without being on authorized sick time, authorized vacation, or authorized leave of absence, shall be presumed to have resigned his/her employment with the county. For purposes of this section, any such unauthorized absence during any portion of such employee's normal working day shall be held to be an unauthorized absence for such entire day. Nothing in this section shall prevent an appointing authority from suspending or discharging an employee on account of unauthorized absence.
- B. Any employee terminating his/her employment in the manner provided by this section shall be deemed to have left county service by resignation and shall be subject to the provisions of Section 3.08.1130.
- C. Such employee's appointing authority shall, at least five days prior to the time he/she submits the formal termination documents to the personnel department, mail, to the employee at such employee's last known address, by certified mail, a notice of proposed termination, together with a copy of this section.
- D. The resignation provided by this section may be rescinded by the employee's appointing authority, if such employee presents satisfactory reasons for his/her absence, in writing, within *ten* days of the date of *mailing* of the notice of proposed termination. Should the resignation not be rescinded by the appointing authority, the employee shall be so notified by certified mail. (Ord. 5058-B (Attach. 17), 2000: prior code § 14.525).

7. SCHEDULING THE USE OF CTO HOURS

Compensatory time off may be taken at any time with the prior approval of the Department Head or his/her designee. The Department Head or his/her designee will approve the request in compliance with FLSA. The employees request to use accumulated CTO will be permitted within a reasonable time unless such use would unduly disrupt the operations of the department.

8. SICK LEAVE USE AT TERMINATION

Employees receiving compensation for sick leave use at termination shall not be eligible for reinstatement until 30 days after the effective date of termination.

9. HOLIDAY PAY

To clarify the current practice, an employee will receive pay at time and one half for all hours worked on a paid holiday with the employee option to convert such pay to CTO. In addition the employee shall have the option to receive pay for the holiday or add eight hours of holiday time to their vacation accrual in lieu of holiday pay if the employee works on the holiday or the holiday falls on a regularly scheduled day off.

10. EXTENDED WORK ASSIGNMENTS

Except for a declared emergency, an employee who has worked sixteen (16) consecutive hours must be allowed a minimum of eight (8) hours off before being required to return to work. An employee shall suffer no loss of pay nor shall there be a deduction from the employee's leave balances if this eight (8) hour period overlaps with the employee's normal shift.

11. CAFETERIA PLAN

Effective January 1, 2008, the existing Management and Confidential Supplemental Compensation plan and the Retiree Life Insurance policy (\$25,000 coverage for retirees who retire with ten years or more of service) will be discontinued. These two programs will be replaced with a Cafeteria Plan. Each Management and Confidential employee will receive annually, for allocation within the Cafeteria Plan, an amount equal to the existing costs of the discontinued programs. For management employees the amount will be approximately \$2,100. For confidential employees the amount will be set by calculating the equivalent of 4% of grade 352, step 5, approximately \$2,600. Plan components and the IRS Cafeteria Plan Adoption Resolution will include, subject to the applicable provisions of law and the IRS rules and regulations, the following options: premium conversion, medical & dependent care flexible spending accounts, 401(k) contributions, cash, vacation buy-sell program and will allow employees to make personal contributions.

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- C. Dinner \$30 (currently \$15 without a receipt, \$25 with)

14. SHIFT DIFFERENTIAL

Modify current policy to allow more employees to earn shift differential pay

15. VACATION CASHOUT

Allow management and confidential employees to cash out up to one-half of their annual vacation accrual each year

16. PROBATIONARY PERIOD

Establish a 12 month (2080 hours) probationary period for all new classified management and confidential employees hired after January 1, 2007

17. FAMILY MEDICAL LEAVE ACT

FMLA definitions to include step parents and step children and domestic partners

18. BREAKS FOR 12 HOUR SHIFTS

Provide for an additional 15 minute break in 12 hour shift

19. VISION INSURANCE

Reduce lock in/lock out period from two years to one year for the vision insurance effective with the open enrollment for the 2008 benefit year

20. FLOATING HOLIDAY

Floating holiday language change – allow half-day usage & remove requirement to be off probationary period

21. PERSONAL PROPERTY LOSS POLICY

Personal property loss – requires police report and makes other language changes

22. TRAVEL TIME POLICY

Travel time policy – comply with the Fair Labor Standards Act.

23. SALARY PROTECTION PLAN

To clarify the existing practice that employees who utilize the salary protection plan do not accrue service hours, which will affect all service hour related pays and benefits; vacation, sick leave, management leave, supplemental compensation and cafeteria plan benefits will be prorated based upon the number of salary protection hours used. In addition, the period time spent absent from work for the same illness will be eligible to count towards the waiting period.

24. EMPLOYER PAID MEMBER CONTRIBUTIONS

To clarify the payroll practice established December 17, 1999, that management, safety management, elected officials and confidential employees will continue to have seven (7) percent employer paid member contribution reported to CalPERS as special compensation.