



**MEMORANDUM  
COUNTY COUNSEL**

TO: Board of Supervisors  
FROM: Karin E. Schwab, Interim County Counsel  
SUBJECT: Unclassified Employee Step Increase – Todd Leopold

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DATE: January 8, 2019

**ACTION REQUESTED**

Approve a 5% increase for Todd Leopold, County Executive Officer, from Grade 708, Step 2 at \$119.47 per hour to Grade 708, Step 3 at \$125.42 per hour effective January 19, 2019, in accordance with paragraph 7 of the Employment Agreement between the County of Placer and Todd Leopold dated January 9, 2018.

**BACKGROUND**

The Employment Agreement entered and approved by the Board for the appointment of Todd Leopold as County Executive Officer provided for annual performance evaluations and progress along the salary schedule set by the Board at the time of the appointment. Paragraph 7 of the Employment Agreement provides for the annual performance evaluation and paragraph 5 provides for progress along the salary range upon a positive performance evaluation. Paragraph 5 set the salary grade (ADHD Grade 708) and the initial step (Step 2) for the County Executive Officer and incorporates those provisions of the County Code that allow for changes in compensation as a result of progress along the salary range for other unclassified management employees.

Placer County Code Section 3.04.650 generally provides for both classified and unclassified employees to advance by steps through merit increases along the salary grade approved for their classification and position. For classified employees, merit increases are approved by the Civil Service Commission. Under 3.04.650D, the Board of Supervisors is the approval body for merit or step advancements for the unclassified service. As the Board has completed its annual performance evaluation for the County Executive Officer, the approval of a merit increase must occur at a regular meeting of the Board.

**FISCAL IMPACT**

None.

