

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**TO:** Board of Supervisors  
**FROM:** Nancy Nittler, Personnel Director *sth*  
**BY:** Ann Craig, Personnel Services Manager  
**DATE:** December 10, 2013  
**SUBJECT:** Introduction of Salary Ordinance to Amend the Manner in which Compensation is paid for the District Aide Contract and District Assistant Aide Contract to comply with CalPERS regulations

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**REQUESTED ACTION AND RECOMMENDATION:**

Introduce an un-codified ordinance to amend the Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance to update the salary schedule with the following:

- District Aide Contract at Unclassified Grade UA 6 (\$5,338.667 - \$6,491.333 per month), and;
- District Assistant Aide Contract at Unclassified Grade UA 4 (\$3,762.165 per month)

**BACKGROUND:**

The California Public Employees Retirement System (CalPERS) governs the manner and types of compensation that are reported to CalPERS for earnings and service credit for retirement and actuarial determinations. As part of these regulations, CalPERS requires that in order to be considered as compensation earnable for the calculation of retirement benefits, the salary must be reflected on a publicly available pay schedule and adopted in accordance with the requirements of applicable public meeting laws. Further CalPERS defines the pay rate for the position as "the normal monthly rate of pay of base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis."

The District Aide and Assistant Aide employee contracts have been adopted annually by the Board of Supervisors in compliance with the applicable public meeting laws; however, the salary stated in the contract is not listed with an associated class title and on a corresponding pay grade in the County's salary plan and therefore, may not meet the CalPERS' definition of pay rate.

To comply with the CalPERS rules and regulations, the pay ranges recommended for adoption reflect the salaries that were adopted at the time that the contract positions were originally established as outlined in the Board memorandum and approved by your Board at your regular meeting on January 9, 2007. There will be no change in the costs associated with the current District Aide Contract salary and a slight increase for the District Assistant Aide Contract salary of approximately two percent to place these positions on a salary grade and step.

**FISCAL IMPACT:**

The District Assistant Aide Contract is under a six-month contract of 480 hours and paid an hourly rate with no benefits. The County currently employs two District Assistant Aide contract employees. The hourly increase results in a total cost increase of approximately \$395.00 for the contract period of January 1 - June 30th. This cost will be absorbed within the Board of Supervisors FY 2013-14 budget. There is no fiscal impact for the District Aide Contract.

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

In the matter of: An ordinance amending the  
un-codified Allocations of Positions to Departments  
and the Unclassified Service - Schedule of  
Classifications, Salary Plan and Grade Ordinance

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

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.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

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

The un-codified Allocation of Positions to Departments Ordinance and the un-codified  
Unclassified Service - Schedule of Classifications, Salary Plan and Grade Ordinance are  
hereby amended as follows:

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**Section 1.** That the un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended and shall read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
<b><u>111741</u></b>	<b><u>District Assistant Aide Contract</u></b>	<b><u>UNCL</u></b>	<b><u>UA4</u></b>
<b><u>111734</u></b>	<b><u>District Aide Contract</u></b>	<b><u>UNCL</u></b>	<b><u>UA6</u></b>

UNCLASSIFIED OTHER

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
<b><u>UA4</u></b>	<b><u>21.7048</u></b>				
<b><u>UA6</u></b>	<b><u>30.8000</u></b>	<b><u>32.3400</u></b>	<b><u>33.9700</u></b>	<b><u>35.6700</u></b>	<b><u>37.4500</u></b>

**Section 2.** That this ordinance shall be effective January 1, 2014.

**Section 3.** That this ordinance is adopted as an un-codified ordinance.

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