



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

**TO:** Honorable Board of Supervisors  
**FROM:** David Boesch, County Executive Officer and Lori Walsh, Interim Personnel Director  
By: Maryellen Peters, Deputy County Executive Officer  
**DATE:** September 9, 2014  
**SUBJECT:** Confidential and Unclassified Non-Management Employee Compensation and County Code, Chapter 3 Updates

---

**ACTION REQUESTED**

It is recommended that your Board take the following actions:

1. Adopt an ordinance adjusting the compensation and employment terms for confidential and unclassified non-management employees which shall become effective the first full pay period after adoption or on the date indicated in the ordinance.
2. Adopt an un-codified ordinance adjusting salaries, compensation and benefits for confidential and unclassified non-management employees which shall become effective the first full pay period after adoption or on the date indicated in the ordinance.

**BACKGROUND**

Article 1 of the *Employer-Employee Relations Policy* defines a confidential Employee as a non-management employee who, in the course of his or her duties, has access to confidential information relating to the County's administration of employer-employee relations. Placer County employs confidential staff in the County Executive Office, the Personnel Department, County Counsel, the Auditor Controller's Office, and Health and Human Services. Also included in this action are the unclassified non-management employees who are predominately extra help employees but also include the classifications of pharmacist, dentist, physician, film office program manager, and administrative aide.

The Board of Supervisors ensures continued sustainability of county's service delivery to constituents, while requiring the agency to maintain a solid financial position, through adopted policies and a Five-Year Strategic Budget Model that guide staff in the management of operations and development of county budgets. While the county expects fiscal challenges will need to be addressed with the upcoming budget cycle, staff expect modest revenue growth will provide the funding necessary for the County to both offer critical services to our citizens and pay for labor and other operating cost increases.

The County's future ability to fund these priorities is in large part due to prior actions taken by the Board in response to the recent economic downturn. As the country's economic outlook continues to

improve, we are optimistic that modest revenue growth will continue. Keeping in line with the Board of Supervisors' commitment to employee engagement as well as preparing for expected pension increases, staff recommends the following compensation adjustments and changes to employment terms for confidential and unclassified non-management employees:

- **Wage Adjustments.** Employees will receive modest wage increases to their base hourly rate effective as follows:
  - November 15, 2014            2%
  - November 14, 2015            2%
  - November 12, 2016            1%
  - June 24, 2017                 1%
- **Long Term Disability Insurance.** This benefit will be terminated effective December 31, 2015 at 11:59 p.m.
- **Tahoe Subsistence Pay / Tahoe Rural Health Subsidy.** Effective calendar year 2015, the Tahoe Rural Health Subsidy will be eliminated in exchange for an increase in Tahoe Subsistence Pay from \$675 per month to \$775 per month. Tahoe Subsistence Pay is considered pensionable compensation.
- **401(k) In Lieu of Health Insurance.** The County will contribute a flat \$140 per pay period, up from the current \$130 per pay period, to an employee's 401(k) account in lieu of that employee participating in the County's health insurance program.
- **Stand-by duty.**
  - Effective December 13, 2014 stand-by duty shall increase by \$4 to a flat rate of \$25 for weekdays and \$28 for weekends and holidays (from the current \$21 and \$24 respectively).
  - Effective December 12, 2015 stand-by duty shall increase by an additional \$2 to a flat rate of \$27 for weekdays and \$30 for weekends and holidays.
- **Tuition Reimbursement.** Employees will be reimbursed for the cost of tuition, books and fees up to a maximum of \$700 per fiscal year (up from the current \$550).
- **Dental Insurance.** Added dental implants to the current list of items covered.

### FISCAL IMPACT

The cost impacts to the County for this labor agreement have been held to a minimum whenever possible, with the effects of some items deferred into future fiscal cycles when staff anticipates that the County's revenue will improve. In addition, all salary and benefit increases have been spread out over several budget years, incrementally, so that the full cost of the package will not be realized until FY 2017-18 and is estimated at \$289,000.

#### Attachments:

1. Ordinance amending the Placer County Code, Chapter 3 implementing compensation and benefit adjustments for confidential and unclassified non-management employees.
2. Un-codified Ordinances implementing salary, compensation and benefit adjustments for confidential and unclassified non-management employees.

Provisions in this codified ordinance for confidential and unclassified non-management will be incorporated with any similarly adopted provisions with elected department heads and management codified ordinances.

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

In the matter of: AN ORDINANCE AMENDING  
SECTIONS 3.04.290, 3.12.080, 3.12.090 OF CHAPTER 3 OF  
THE PLACER COUNTY CODE

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

First Reading: August 26, 2014

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.

\_\_\_\_\_  
Jack Duran  
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 3.04.290 of Chapter 3 of the Placer County Code is hereby amended as follows:

**3.04.290** Overtime—Stand-by duty.

A. Stand-by duty requires the employee so assigned:

1. To be ready to respond to calls for service; and
2. To be reachable by telephone or radio; and
3. To refrain from activities which might impair his or her ability to perform his or her assigned duties.

B. Stand-by duty may only be assigned by a department head, or designated representative.

C. Stand-by duty shall be compensated at a flat rate of twenty-one dollars (\$21.00) for weekdays and twenty-four dollars (\$24.00) for weekends and holidays, for eight hours (one normal shift) of stand-by duty, or any portion thereof, and shall be paid in the pay period it is earned. Weekdays are defined as Monday 12:01 a.m. through Friday midnight. Holidays are defined as the county declared holiday from 12:01 a.m. to midnight.

1. PPEO Represented, **Confidential and Unclassified Nonmanagement** Employees. Effective December 13, 2014, pay period 14, stand-by duty shall be compensated at a flat rate of twenty-five dollars (\$25.00) for weekdays and twenty-eight dollars (\$28.00) for weekends and holidays.

a. PPEO Represented, **Confidential and Unclassified Nonmanagement** Employees. Effective December 12, 2015, pay period 14, stand-by duty shall be compensated at a flat rate of twenty-seven dollars (\$27.00) for weekdays and thirty dollars (\$30.00) for weekends and holidays.

D. Stand-by duty and stand-by compensation shall not be deemed overtime compensation for purposes of Section 3.04.230.

**Section 2:** That Section 3.12.080 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:

**3.12.080** Supplemental compensation - Tahoe.

\* \* \*

B. PPEO Represented, Confidential, Management, and Safety Management. Tahoe subsistence shall be paid at the rate of six hundred seventy-five (\$675) per month.

1. PPEO Represented, **Confidential and Unclassified Nonmanagement** Employees. Effective calendar year 2015, pay period beginning December 27, 2014, in exchange for elimination of the Tahoe Rural Health Subsidy, Tahoe Subsistence Pay

shall increase to seven hundred seventy five (\$775) dollars per month.

\* \* \*

**Section 4:** That Section 3.12.090 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:

**3.12.090** Tahoe rural health program.

\* \* \*

B. PPEO Represented, Safety Management, Management and Confidential Employees. The County provides a Rural Health Subsidy allowance for Tahoe area employees who do not have access to a County offered Health Maintenance Organization, and are covered by a County offered PPO. The Rural Health Subsidy allowance 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 have one-party coverage will be entitled to receive the Tahoe Rural Health Subsidy for a maximum of **two thousand dollars** (\$2,000) (~~two thousand dollars~~) each calendar year.

2. Employees who have two-party or family coverage will be entitled to receive a maximum of **three thousand dollars** (\$3,000) (~~three thousand dollars~~) each calendar year.

C. Employees who receive the 401(K) contribution in lieu of County-paid health insurance will not be entitled to this benefit.

D. 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.

E. PPEO Represented, **Confidential and Unclassified Nonmanagement** Employees. Effective after 11:59 p.m. on December 31, 2014, for calendar year 2015, the Tahoe Rural Health Subsidy will be eliminated.

# 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 Unclassified Non-Management Employees.

**First Reading:** August 26, 2014

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.

\_\_\_\_\_  
Jack Duran  
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:

That this un-codified Ordinance modifies provisions relating to salaries, compensation and benefits for the Confidential and Unclassified Non-Management employees, as set out below and is effective on passage. This ordinance shall not be codified.

## **1. Wage Adjustment**

Confidential and Unclassified Nonmanagement employees shall receive wage adjustments as follows:

- a. Effective pay period 12, beginning November 15, 2014, pay date December 12, 2014, Confidential and Unclassified Nonmanagement employees shall receive a wage increase of two percent (2%) to their base hourly rate.
- b. Effective pay period 12, beginning November 14, 2015, pay date December 11, 2015, Confidential and Unclassified Nonmanagement employees shall receive a wage increase of two percent (2%) to their base hourly rate.
- c. Effective pay period 12, beginning November 12, 2016, pay date December 9, 2016, Confidential and Unclassified Nonmanagement employees shall receive a wage increase of one percent (1%) to their base hourly rate.
- d. Effective pay period 2, beginning June 24, 2017, pay date July 21, 2017, Confidential and Unclassified Nonmanagement employees shall receive a wage increase of one percent (1%) to their base hourly rate.

## **2. In Lieu of Health**

Effective pay period 4, beginning September 20, 2014, pay date October 17, 2014, the County will contribute a flat \$140 per pay period to an employee's 401(k) account in lieu of that employee participating in the County's Health Insurance Program for Confidential and Unclassified Nonmanagement employees.

## **3. Dental Insurance**

Effective the plan year beginning January 1, 2015, implants will be included in the coverage for Confidential and Unclassified Nonmanagement employees.

## **4. Long Term Disability Insurance.**

Effective December 31, 2015 at 11:59 p.m., Long-Term Disability (LTD) benefits will be terminated for Confidential and Unclassified Nonmanagement employees.

## **5. Tuition Reimbursement.**

Effective pay period 4, beginning September 20, 2014, pay date October 17, 2014, the County agrees to reimburse the cost of tuition, books, and fees, excluding parking, up to a maximum of \$700 per fiscal year for Confidential and Unclassified Nonmanagement employees.

