

COUNTY OF SONOMA

SALARY RESOLUTION

No. 95-0926

Prepared by:
Sonoma County Human Resources Department

Revised: June 2016

Table of Contents

SALARY RESOLUTION	1
No. 95-0926	1
SECTION 1 - TITLE	1
SECTION 2 - APPLICABILITY	1
2.1 Services	1
2.2 Employee Units	1
2.3 Special Districts	1
2.4 Nepotism.....	1
2.5 Catastrophic Leave/Decedent's Benefit	2
2.6 Short-Term Disability - Payroll Deductions.....	3
SECTION 3 - PAY PERIODS	3
SECTION 4 - SALARY SCHEDULE	3
4.1 Salary Scales	3
4.2 Flat Rates	3
4.3 Base Hourly Rate.....	4
4.4 Paid Status	4
SECTION 5 - ALLOCATION OF POSITIONS	4
5.1 Number of Positions	4
5.2 Allocation List	4
5.3 Substitute Position	4
5.4 Dual Position	4
5.5 Extra-Help.....	5
SECTION 6 - BOARDS and COMMISSIONS	5
6.1 NSCAPC Board.....	5
6.2 Board of Building Appeals	5
6.3 Retirement Board.....	5
6.4 BZA, LAFCO, Planning Commission, and Civil Service Commission.....	5
6.5 Assessment Appeals Board.....	5
6.6 Other Boards and Commissions	5
6.7 Mileage and Expenses- Boards.....	6
6.8 Recruitment and Retention Bonus	6
6.9 Candidate Travel Reimbursement	6
6.10 Keeper.....	6

SECTION 7 - ADMINISTRATION OF SALARY SCHEDULE.....	7
7.1 Salaries.....	7
7.2 Salary Upon Employment.....	7
7.3 Salary – Consideration Upon Reappointment or Return	7
7.4 Salary - Extra-Help to Extra-Help or Permanent Appointments	7
7.5 Salary Upon Restoration.....	8
7.6 Salary Upon Promotion	8
7.7 Salary – Upon Promotion - Advanced Salary Step	9
7.8 Salary - Upon Demotion During Probation (Failed Probation).....	9
7.9 Salary- Upon Involuntary Demotion	9
7.10 Salary - Upon Voluntary Demotion.....	9
7.11 Salary- Upon Reappointment from Voluntary Demotion	10
7.12 Temporary Assignment to a Higher Class.....	10
7.13 Temporary Promotion - Merit Increase Eligibility	10
7.14 Salary - Upon Transfer	11
7.15 Salary - Upon Reallocation of Class.....	11
7.16 Salary- Upon Reclassification of Position - Same Salary Scale.....	11
7.17 Salary - Upon Reclassification of Position - Higher Salary Scale.....	11
7.18 Salary - Upon Reclassification of Position - Lower Salary Scale	11
7.19 Merit Advancement	11
7.20 Merit Increase – Total Hours Required	12
7.21 Merit Increase - Effective Date.....	12
7.22 Salary for Extra-Help Employment on Three Step Scale.....	13
7.23 Salary Reduction In Pay Upon Discipline	13
SECTION 8 - PREMIUM PAY	13
8.1 Premium - P.O.S.T.....	13
8.2 Premium - Shift Differential.....	13
8.3 Premium Pay - Confidential Employees.....	14
8.4 Premium Pay - Nurse Practitioner/Physician Assistant.....	14
8.5 Bilingual Pay	14
8.6 Bilingual Pay - Termination of	14
8.7 Bilingual Pay - Daily Assignment	15
8.8 Extra-Help Employees.....	15
8.9 Premium Pay for Detention & PES/CSU Facilities.....	15
8.10 Patient Care Manager/Family Nurse Practitioner Certified.....	15

8.11	Facilities Assignment Premium Pay	15
SECTION 9 - STAND-BY.....		16
9.1	Stand-By Defined	16
9.2	Stand-By Compensation	16
9.3	Call-Back	16
9.4	Phone Work Compensation	17
SECTION 10 - MILEAGE REIMBURSEMENT		17
10.1	Mileage Reimbursement	17
10.2	Automobile Expense Reimbursement - Department Heads, Assistant County Administrator .	17
SECTION 11 - CLOTHING AND EQUIPMENT.....		18
11.1	Issuance.....	18
11.2	Personal Property Reimbursement	18
11.3	Safety Shoes/Boots	18
SECTION 12 - STAFF DEVELOPMENT & WELLNESS.....		18
12.1	Staff Development and Wellness Benefit Allowances	18
12.2	Staff Development - Computer Hardware, and Mobile Devices.....	19
12.3	Wellness/Physical Fitness.....	19
12.4	Continuing Education Leave	19
12.5	In-Service Training	19
12.6	Payment for In-Service Training	19
12.7	Guidelines	20
12.8	Non-Grievable	20
SECTION 13 - DEFERRED COMPENSATION.....		20
13.1	Incentive Retirement Savings Plan	20
13.2	Deferred Compensation – Voluntary Plan.....	21
13.3	PST/457 Deferred Compensation Retirement Plan	21
SECTION 14 - HEALTH AND WELFARE BENEFITS FOR ACTIVE EMPLOYEES		21
14.1	Active Employee Health Plans	21
14.2	Enrollment in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans	22
14.3	Health Reimbursement Arrangement (HRA) Contribution.....	25
14.4	Employee Assistance Program	26
14.5	Long-Term Disability	26
14.6	Workers' Compensation Claims Disputes	26
14.7	Medical/Pregnancy Disability Leave.....	27
14.8	Salary Enhancement Plans.....	28

14.9	Benefits: Plan Documents and Other Controlling Documents	29
14.10	Extra-Help Employees – Applicable Benefits	29
14.11	Extra-Help Employees - Medical Benefits	29
14.12	Extra-Help Employees; Medical Benefits, Eligibility	29
14.13	Extra-Help Employees; Contribution Rates for Medical Plan	29
14.14	Extra-Help Employees: Continued Coverage and Conditions for Regaining Eligibility for Medical Plan	30
14.15	Extra-Help Employees: Medical Plan - Dependent Coverage	31
14.16	Extra-Help Employees: Enrollment in Medical Plan	31
14.17	Extra-Help Employees: Medical Benefits & Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or California Pregnancy Disability Leave (CPDL).....	31
SECTION 15 - MEDICAL BENEFITS FOR RETIREES		31
15.1	Retiree Medical Coverage (Amended 3/17/09)	31
15.2	County Contribution toward Retiree Medical Plans – Employees Hired Before January 1, 1990	32
15.3	County Contribution toward Retiree Medical Plans – Employees Hired On or After January 1, 1990 but Before January 1, 2009.....	33
15.4	County Contribution toward Retiree Medical Plans - Employees Hired Before January 1, 2009 (Amended 7/12/11).....	34
15.5	Medicare Part B Reimbursement.....	42
15.6	County Contribution toward Retiree Medical Plans - Employees Hired On or After January 1, 2009 - Effective January 1, 2009 (Amended 7/12/11)	42
15.7	Surviving Dependent – County Contribution through May 31, 2009 for Employees Hired Before January 1, 2009	44
15.8	Surviving Dependent – County Contribution beginning June 1, 2009 for Employees Hired Before January 1, 2009	44
15.9	Surviving Dependent – County Contribution for Employees Hired On or After January 1, 2009	45
15.10	Dental and Vision Benefits for Elected Department Head Retirees	45
SECTION 16 - MEALS AND LODGING.....		45
16.1	Probation and Sheriff's Departments	45
16.2	Emergency	45
16.3	Sonoma County Fairgrounds	45
16.4	Excluded from Rate of Pay.....	46
SECTION 17 - SABBATICAL LEAVE		46
17.1	Requirements	46
17.2	Approval	46

17.3	Continuation of Benefits.....	46
17.4	Elected County Officials.....	46
SECTION 18 - OTHER COMPENSATION		46
18.1	Fees	47
18.2	Hourly Cash Allowance.....	47
18.3	One-time, Lump-Sum, Non-Recurring And Non-Pensionable Payments.....	47
SECTION 19- HOURS OF WORK.....		48
19.1	Hours of Work – Purpose of this Section	48
19.2	Types of Employment.....	48
19.3	Work Schedules – Flex-Time And Alternative	48
19.4	Schedule – Notice Required for Change in Work	49
19.5	Schedule – Employee Request for Change in Work	50
19.6	Schedule – Voluntary Exchanges of Work.....	50
19.7	Rest Periods	50
19.8	Meal Period -Duty-Free.....	50
19.9	Meal Period - Non-Duty-Free.....	50
SECTION 20- OVERTIME AND COMPENSATORY TIME.....		51
20.1	Overtime – FLSA	51
20.2	Overtime – FLSA Overtime Not Cumulative.....	51
20.3	Overtime -Non-Statutory - Non-Exempt Employee.....	51
20.4	Overtime -Non-Statutory - Exempt Employees	52
20.5	Overtime –Assignment of.....	52
20.6	Overtime - Earned.....	52
20.7	Overtime - Compensation for Exempt Employees	52
20.8	Overtime - Compensation for Non-Exempt Employees.....	52
20.9	Compensatory Time Off (CTO) - Employee Choice	52
20.10	Compensatory Time Off (CTO) - County Choice.....	53
20.11	Compensatory Time Off (CTO) - Cash Pay Only	53
20.12	Compensatory Time Off (CTO) -Authorization for Use.....	53
20.13	Compensatory Time Off - Payment at Separation.....	53
20.14	Overtime In a Board-Designated Emergency.....	53
20.15	Overtime for Exempt Emergency Services Managers.....	53
SECTION 21 – HOLIDAYS.....		54
21.1	Holidays – Paid.....	54
21.2	Elimination of Floating Holidays and Eve Holiday Hours.....	54

21.3	Holidays - Day Observed.....	54
21.4	Holidays - Compensation For	54
SECTION 22 – VACATION.....		55
22.1	Vacation - Maximum Accumulation	55
22.2	Vacation - Part-Time Employees.....	55
22.3	Vacation - Accrual Rates	56
22.4	Vacation Accrual Upon Reappointment.....	57
22.5	Vacation Schedules.....	57
22.6	Vacation - Payment for Unused Vacation	57
22.7	Vacation Purchase Plan- Suspended.....	57
22.8	Vacation Purchase Plan-Part-Time Employees- Suspended	58
22.9	Vacation - Extra-Help Employees	58
SECTION 23 - SICK LEAVE		58
23.1	Sick Leave Benefit For Employees in Allocated Positions (Not Extra Help).....	58
23.2	Sick Leave Benefit for Extra Help Employees.....	62
23.3	Change in Employment Status – Extra Help to Allocated / Allocated to Extra Help	65
23.4	Sick Leave - Conversion at Regular Retirement	65
23.5	Sick Leave – Payoff at Regular Retirement	65
23.6	Sick Leave – Distribution at Death or Layoff	66
23.7	Sick Leave - Distribution at Disability Retirement	66
23.8	Medical Examinations	66
SECTION 24 - MISCELLANEOUS LEAVES OF ABSENCE		66
24.1	Leaves of Absence Without Pay Usage Reference Table	66
24.2	Compassionate Leave	67
24.3	Family Care and Medical Leave Under FMLA and CFRA	68
24.4	Time Off for Donating Blood.....	71
SECTION 25 - COURT LEAVE.....		71
SECTION 26 - JURY DUTY		72
SECTION 27 - VOTING.....		72
SECTION 28 - CONTINUOUS SERVICE AND REPORTING LEAVES		72
28.1	Continuous Service.....	72
28.2	Recording And Reporting Leave Taken	72
SECTION 29 - BAR DUES.....		72
SECTION 30 - LAYOFF POLICY AND BENEFITS.....		73
30.1	Lay Off - Applicability	73

30.2 Lay Off - Notice.....	73
30.3 Lay Off - Severance Period	73
30.4 Lay Off - Medical	73
SECTION 31 - DISASTER LEAVE	73
SECTION 32 - CONFLICT OF INTEREST/INCOMPATIBLE ACTIVITIES.....	73
SECTION 33 - INVALID SECTIONS	74
SECTION 34 - MISCELLANEOUS RETIREMENT PROVISIONS.....	74
34.1 Retirement – General Employees Hired On Or After January 1, 2013	74
34.2 Retirement – General Employees Hired On Or Before December 31, 2012.....	75
34.3 Retirement – Safety Employees Hired On Or After January 1, 2013	76
34.4 Retirement – Safety Employees Hired On Or Before December 31, 2012.....	76
34.5 Employer Pick-Up of Employee’s Share of Retirement Contribution – Not Allowed	77
SECTION 35 – DIRECT DEPOSIT	78
APPENDIX A SALARY TABLES.....	79
UNREPRESENTED - Bargaining Unit 0000.....	79
ADMINISTRATIVE MANAGEMENT - Unit 0050.....	80
CONFIDENTIAL - Bargaining Unit 0051	86
DEPARTMENT HEADS - Bargaining Unit 0052.....	87
FLAT RATES.....	88
APPENDIX A-1 SALARY AJDUSTMENTS	89

SALARY RESOLUTION

No. 95-0926

SECTION 1 - TITLE

This Resolution Number 95-0926 shall be known as the Salary Resolution of the County of Sonoma. The provisions of this Resolution may be superseded in whole or in part by resolutions adopted by the Board of Supervisors of Sonoma County. Each such resolution shall be effective on the first day of the County pay period next succeeding its adoption unless such resolution provides otherwise. Any provision of Resolution No. 89-1623 superseded by resolution of the Board of Supervisors shall be deemed repealed upon the effective date of the superseding resolution.

SECTION 2 - APPLICABILITY

2.1 Services

The provisions of this Resolution shall apply to both classified and unclassified services of the County of Sonoma.

2.2 Employee Units

Sections 7 through 31 of this Resolution apply only to Unrepresented Administrative Management positions, Department Heads (including elected Department Heads, except where specifically excluded in this document or by law), Unrepresented Confidential positions, and/or positions not represented by any recognized employee organization. "Unrepresented employees" shall mean those employees or positions which are neither Unrepresented Management nor Unrepresented Confidential and which are not represented by a recognized employee organization. When used in Sections 7 through 31 the term "employee" shall mean Unrepresented Administrative Management, Unrepresented Confidential, and Unrepresented employees.

2.3 Special Districts

(Amended 1/11/12)

Whenever an employee changes employment from the County of Sonoma County, the Sonoma County Water Agency, the Northern Sonoma County Air Pollution Control District, the Sonoma County Community Development Commission, or the Sonoma County Agricultural Preservation and Open Space District, to another of those agencies without a break in pay status greater than two (2) working days, service with the first entity shall be deemed to be service with the second entity for purposes of accrual, accumulation and use of: (i) paid vacation, (ii) sick leave, (iii) entitlement to salary step, and (iv) retiree medical benefits. Such employee shall retain the same such benefits to which entitled immediately prior to reassignment. Upon each reassignment, the employee shall be paid for unused overtime credits in the same manner as provided by this Resolution upon separation, and such unused overtime credits shall not be transferred from one entity to another.

2.4 Nepotism

No person shall be employed without written approval of the Director of Human Resources in any position in which the employee will directly or indirectly supervise, or in which the employee will be directly or indirectly supervised by, his or her husband, wife, domestic partner, parent, stepparent, brother, sister, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law,

daughter-in-law, son-in-law, or any person with whom the employee has a relationship in loco parentis.

2.5 Catastrophic Leave/Decedent's Benefit

A. Definition

1) Catastrophic Leave is a paid leave of absence due to verifiable, long-term illness or injury such as, but not limited to, cancer and heart attack which clearly disables the individual.

2) A Decedent's Benefit is the accumulation of vacation or compensatory leave hours donated by other County employees to the designated beneficiary or estate of a County employee who dies while an employee of the County.

B. Coverage

All regular employees of the County of Sonoma, the Sonoma County Community Development Commission, the Sonoma County Water Agency, the Sonoma County Agricultural Preservation and Open Space District, and the Northern Sonoma County Air Pollution Control District, who have successfully completed two-thousand eighty (2,080) hours (one year) in paid status shall be eligible for such leave due to their own serious illness or injury, or serious illness or injury to spouse, domestic partner or dependent minor child. The designated beneficiary or estate of an employee who was employed by any of the above-mentioned entities and successfully completed two-thousand eighty (2,080) hours (one year) in paid status and met the criteria set forth at paragraph 2.5(a) (2) shall be eligible to receive any decedent's benefit.

C. Other Leaves

The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for catastrophic leave.

D. Catastrophic Leave

Catastrophic leave shall be additional paid leave available from vacation or compensatory leave hours donated by other County employees to a specific, qualified employee.

E. Decedent's Benefit

A Decedent's Benefit shall be the accumulation of vacation or compensatory leave hours (up to a maximum of six-hundred eighty (680) hours) donated by other County employees to the designated beneficiary or estate of a County employee who dies while an employee of the County. The decedent's benefit shall be paid to the designated beneficiary or estate of the County employee in the same manner as payment to the designated beneficiary or estate of the County employee of the decedent's own vacation and compensatory leave hours.

F. Employees donating vacation or compensatory leave must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least forty (40) hours after the donation of vacation time. Employees may donate all of their accrued compensatory time.

G. An employee or a decedent requesting catastrophic leave must receive the recommendation of his/her department head and the approval of the Director of Human Resources. Such leave may initially be approved up to a maximum of three-hundred forty (340) hours donated hours. If the catastrophic illness or injury continues, up to an additional three-hundred forth (340) donated hours may be recommended and approved.

- H. Employees donating vacation or compensatory leave to a decedent's benefit must donate their vacation or compensatory leave hours no later than thirty (30) days after the employee's death or within thirty (30) days of the enactment of this revised Decedent's Benefit Policy.
- I. The Auditor-Controller-Treasurer-Tax Collector shall account for the donation and disbursement of catastrophic leave hours. At the end of the thirty (30) day period allowed for donations for a Decedent's Benefit, the Auditor-Controller-Treasurer-Tax Collector will process adjustments and then disburse to the designated beneficiary or estate all funds for leave time donated.
- J. The decision of the Director of Human Resources to deny the recommended Catastrophic Leave shall be appealable to the Civil Service Commission within ten (10) calendar days of his/her decision. The decision by the Civil Service Commission shall be final.

2.6 Short-Term Disability - Payroll Deductions

The County agrees that permanent Confidential employees may purchase Short-Term Disability Insurance coverage as may be offered by the SEIU Union Insurance Services, at their own expense, through bi-weekly payroll deductions. Each employee is responsible for submitting to SEIU Union Insurance Services his/her own application for Short-Term Disability Insurance and any subsequent material required by the insurance provider. The County is not responsible for deductions not taken or premiums unpaid while an employee is in an unpaid status.

SECTION 3 - PAY PERIODS

- 3.1 Each pay period shall cover fourteen (14) consecutive calendar days and shall start on a Tuesday and end with the second Monday thereafter. Employees and officers shall be paid for each hour of paid status and other compensation nine (9) calendar days following the last day of the pay period. If a holiday falls on said day, payment shall be made on the preceding working day.
- 3.2 Each payroll shall be approved by the County Auditor-Controller-Treasurer-Tax Collector before any salaries or wages provided for herein are paid.

SECTION 4 - SALARY SCHEDULE

Each salary scale shall consist of nine (9) salary steps, which shall be known as Steps A, B, C, D, E, F, G, H, and I. Each step shall be expressed in cents per hour. The salary scale for each class which is allocated to a salary scale is listed in Appendix A for Unrepresented Administrative Management, Unrepresented Confidential and other Unrepresented classes in terms of cents per hour at Step A. The salary scale for classifications represented by recognized employee organizations is listed in the appropriate Memorandum of Understanding. Unrepresented extra-help employees in classifications which are represented shall be paid on the same salary scale as listed for the represented employee in the same class. A table shall be published setting forth the value of each step of each salary scale.

4.1 Salary Scales

Salary Scales are shown in Table I.

4.2 Flat Rates

The salary for each class, which is to be paid at a flat rate, is listed in Appendix A in terms of cents per hour of the flat rate or at the annual salary for the class.

4.3 Base Hourly Rate

The base hourly rate for each employee whose class is allocated to a salary scale shall be the hourly rate for the step of the salary scale at which he or she is paid.

4.4 Paid Status

Each employee shall be considered to have paid status whenever the employee is at work, absent on a paid holiday, or absent on leave with pay, or absent on authorized compensatory time off.

SECTION 5 - ALLOCATION OF POSITIONS

5.1 Number of Positions

The number of allocated full-time or part-time positions in each County department or budgetary division shall be determined by the Board of Supervisors as a part of its adoption of the County Budget or of amendments thereto.

5.2 Allocation List

The Director of Human Resources shall provide for maintenance of a Departmental Allocation List which shall contain the number of permanent positions which have been or may hereafter be allocated to each County department or budgetary division in accordance with this Section, and which shall state the classification of each such position. The County Administrator is hereby authorized to approve amendments to the Departmental Allocation List in accordance with Board Ordinance No. 70506, October 20, 1981.

5.3 Substitute Position

Each position, which is contained on said Departmental Allocation List, may be filled by the employment of a qualified person in the class in which the position is authorized. With approval of the Director of Human Resources, it may be filled on a substitute basis by the employment of a qualified person in a closely related class which is allocated to the same or a lower salary or salary range.

5.4 Dual Position

With the approval of the County Administrator and the Director of Human Resources, a position vacated, or to be vacated, through retirement or other separation of an employee, or which is occupied by an employee who is receiving compensation pursuant to Section 4850 of the California Labor Code, or which is occupied by a person on an extended leave of absence, may be filled as a dual position prior to the date of separation, and thereafter for the duration of the unused leave or overtime which is paid to the employee upon separation or of the leave of absence of the employee.

5.5 Extra-Help

Department Heads may employ extra-help employees in accordance with established employment procedures and the Rules of the Civil Service Commission and within authorized budgetary appropriations for such employment.

SECTION 6 - BOARDS and COMMISSIONS

6.1 NSCAPC Board

Each member or alternate member of the Northern Sonoma County Air Pollution Control (NSCAPC) Board shall receive seventy-five dollars (\$75) for each meeting and/or session thereof of such board or commission attended as such member or alternate provided, however, the maximum compensation which any member of said commission or board may receive for attendance at meetings on one calendar day shall be seventy-five dollars (\$75).

6.2 Board of Building Appeals

Each member of the Board of Building Appeals shall receive twenty-five dollars (\$25) for each meeting attended by such member, but not for more than one meeting in any one calendar month.

6.3 Retirement Board

Each member of the Retirement Board shall receive one hundred dollars (\$100) for each meeting attended by each member, provided that employees and Elected Officials of the County of Sonoma shall not receive such compensation, and that the maximum compensation which any member of the Retirement Board shall receive in one month shall not exceed five hundred dollars (\$500) per Government Code Section 31521.

6.4 BZA, LAFCO, Planning Commission, and Civil Service Commission

Each member of the Civil Service Commission, the Board of Zoning Adjustment (BZA), the Planning Commission, and the Local Agency Formation Commission (LAFCO) shall receive seventy-five dollars (\$75) for each half day and one hundred twenty-five dollars (\$125) for each full day per diem for each meeting day of such board or commission attended by such member. A member of the Board of Supervisors of the County of Sonoma who serves as a member or alternate member of the Local Agency Formation Commission shall not receive such compensation.

6.5 Assessment Appeals Board

Each member of the Assessment Appeals Board and Assessment Hearing Officer shall receive one hundred twenty-five dollars (\$125) for each full day meeting of said board attended by the member. Half-day meetings shall be compensated at the rate of seventy-five dollars (\$75), and shall be scheduled only to conduct deliberations on appeals under submission, to conclude hearings which could not be completed within one calendar day, or in the event there are too few appeals scheduled to fill a regular calendar day.

6.6 Other Boards and Commissions

Other Boards and Commissions shall be compensated as provided by resolution of the Board of Supervisors.

6.7 Mileage and Expenses- Boards

In addition to the amounts provided above, as reimbursement for use of any motor vehicle not owned by the County, each member of the enumerated boards and commissions in this Section 6 shall receive the sum per mile which is allowed by this Resolution to officers, deputies and employees of the County for each mile actually and necessarily traveled in performance of official duties, and such additional reimbursement for actual expenses as shall be provided by resolution of the Board of Supervisors.

6.8 Recruitment and Retention Bonus

With the recommendation of the Director of Human Resources and the County Administrator, the Board of Supervisor's may designate by resolution a recruiting and retention bonus for difficult to recruit and retain classifications when there is a tight labor market for the class, more than one vacancy exists, and/or previous recruitments have been unsuccessful.

6.9 Candidate Travel Reimbursement

A. With the recommendation of the Director of Human Resources and the appointing authority, the County Administrator may authorize the Auditor to reimburse certain travel expenses for finalist candidates for selection interviews. The reimbursement may cover airfare, automobile mileage or rental fee up to the value of the equivalent airfare, and hotel costs, up to a maximum of \$1,000. The travel must be of more than 200 miles from Santa Rosa and have the pre-approval of the County Administrator's Office to qualify for this reimbursement.

B. Candidates for department head recruitments and select senior management recruitments, as determined by the County Administrator, will be reimbursed for airfare, automobile mileage or rental fee up to the value of the equivalent airfare, and hotel costs at the oral interview stage and at subsequent final selection interviews with the appointing authority. The reimbursement will be based on the lowest cost airfare available and the County will select the hotel with reasonable rates. The reimbursement for these individuals will be based on the actual allowable costs incurred.

6.10 Keeper

Keepers will be paid in accordance with the statutory provisions of Government Code Section 26726.

SECTION 7 - ADMINISTRATION OF SALARY SCHEDULE

7.1 Salaries

Effective with the pay period that begins March 1, 2016, the County shall increase by three percent (3.0%) the A Step of each scale in the Salary Table specified in Appendix A.

Effective with the pay period following March 1, 2017, the County shall increase by three percent (3.0%) the A Step of each scale in the Salary Table specified in Appendix A.

7.1.1 Living Wage Minimum Wage Scale

Effective March 29, 2016 all Unrepresented Confidential and Unrepresented employees will have a base hourly rate no less than \$15.00 per hour.

To implement this provision, employees who have a base hourly rate less than \$15.00 per hour shall be moved to the salary step in the salary scale most equivalent to but not less than \$15.00 per hour.

This provision is applicable to both current employees and future hires.

Section 7.1.1 does not apply to intern job classifications.

7.2 Salary Upon Employment

- A. Except as otherwise provided herein, appointment to any position in any class shall be made at the minimum rate, and advancement to rates greater than the minimum rate shall be within the limits of the salary scale for the class.
- B. In exceptional cases after reasonable effort has been made to obtain employees for a particular class at the minimum rate, employment of individuals who possess special qualifications higher than the minimum qualifications prescribed for the particular class may be authorized at a higher rate than the minimum upon recommendation of the appointing authority with the approval of the County Administrator. The appointing authority may authorize an advanced step salary placement through Step E. County Administrator approval continues to be required for advance step placements for Steps F through I.

7.3 Salary – Consideration Upon Reappointment or Return

A full-time or part-time employee who resigns in good standing and is reappointed on a full-time, part-time, or extra-help basis in the same or closely related class in the same or in a lower salary scale within five (5) years of resignation, shall not be paid less than two (2) steps below the step paid at the time of resignation. Approval of the County Administrator is only required if the person is rehired at a step which exceeds the step paid at the time of resignation. The appointing authority may authorize an advanced step placement through Step E. County Administrator approval continues to be required for advance step placements Steps F through I.

7.4 Salary - Extra-Help to Extra-Help or Permanent Appointments

- A. An extra-help employee who is appointed to an allocated part-time or full-time position in any class and without a break in service, shall be paid at a step in the appropriate salary scale which is nearest in the amount to that of the step received while employed in the extra-help position. Employment at a higher salary step not to exceed the maximum of the scale may be authorized

upon recommendation of the appointing authority and approval by the County Administrator. The appointing authority may authorize an advanced step placement through Step E. County Administrator approval continues to be required for advanced step placements for Steps F through I.

- B. An extra-help employee who is appointed to another extra-help job without a break in service shall receive the salary rate step in the new scale which is closest to but not exceeding the rate paid in the former range. This provision does not apply to extra-help employment in more than one extra-help position.
- C. When an extra-help employee returns within one (1) year from the date of termination to the same position, which the employee previously occupied or to a similar position paid on the same salary scale, the employee shall receive the same step of the scale as the employee received upon separation. Such employee shall be considered for merit increase when the employee's total hours in pay status before and after separation and restoration equal the number of hours required for a merit increase.

7.5 Salary Upon Restoration

Any full-time or part-time employee displaced, laid off, or voluntarily demoted in lieu of layoff, and reappointed within two (2) years in the same class from which separated, or in a closely related class in the same salary scale, or in a lower salary scale than the class from which separated, shall be paid at the same step in the salary scale as the employee was paid at the time of displacement, layoff or voluntary demotion, or the step of the scale which is closest to but not exceeding the rate the employee is currently being paid as a County employee, whichever is greater. Such employee shall be considered for merit increase when the employee's total hours in paid status before and after separation and restoration equal the number of hours required for merit increase.

7.6 Salary Upon Promotion

(Amended 6/14/16)

- A. Except as otherwise provided herein, any full-time or part-time employee who is promoted to a position of a class allocated to a higher salary scale than the class from which the employee was promoted shall receive the salary step rate of the appropriate scale which would constitute an increase of salary most closely equivalent to but not less than five percent (5%) of the employee's step rate before promotion, but not less than the minimum salary scale for the new class nor greater than the maximum salary scale of the new class.

- B. An employee who receives a promotion from any classification not in Administrative Management Unit 50 to a classification in Administrative Management Unit 50 allocated to a higher salary scale than the classification from which the employee was promoted shall receive the salary step of the appropriate scale that would constitute an increase of salary most closely equivalent to but not less than ten (10) percent of the employee's salary step before promotion but not less than the minimum salary step of the new class or greater than the maximum salary step of the new class.
- C. If a promotion occurs on the same day a merit increase is due and approved, the merit increase shall be computed first and subsequently the increase due to promotion.
- D. An employee who is promoted shall be considered for a merit increase when the employee's total hours in pay status, exclusive of overtime subsequent to promotion, equals one thousand forty hours (1,040). The effective date of the merit increase shall be in accordance with Section 7.21 (Merit Increase – Effective Date).

7.7 Salary – Upon Promotion - Advanced Salary Step

Upon promotion of a full-time or part-time employee to a new class, the appointing authority may recommend to the County Administrator that the person being promoted receive a rate of pay that is higher than that to which the employee is entitled but in no way exceeds the top of the scale. The appointing authority may authorize an advanced salary step placement through Step E. County Administrator approval continues to be required for advance step placements for Steps F through I.

7.8 Salary - Upon Demotion During Probation (Failed Probation)

A full-time or part-time employee who, during the employee's probationary period, is demoted to a class which the employee formerly occupied in good standing during the same period of continuous employment in paid or unpaid status, shall have the employee's salary reduced to the salary the employee would have received if the employee had remained in the lower class. The employee's eligibility for merit advancement shall be determined as if the employee had remained in the lower class throughout the employee's period of service in the higher class.

7.9 Salary- Upon Involuntary Demotion

A full-time or part-time employee, to whom the circumstances described in Section 7.8 above do not apply, who is demoted involuntarily to a position of a class which is allocated to a lower salary scale than the class from which the employee is demoted, shall have the employee's salary reduced to the salary in the scale for the new class next lower than, but not more than five percent (5%) lower than the salary received before demotion, except that such employee will not be paid more than the maximum of the scale of the class to which the employee is demoted. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.10 Salary - Upon Voluntary Demotion

A full-time or part-time employee, to whom the circumstances described in Section 7.8 above do not apply, who is demoted voluntarily or who displaces as a result of layoff to a position in a class which is allocated to a lower salary scale than the class from which the employee is demoted, shall

receive the highest salary step in the scale for the new class which does not exceed the salary received before demotion, but not exceeding the maximum of the salary for the new class. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.11 Salary- Upon Reappointment from Voluntary Demotion

Any full-time or part-time employee who is demoted voluntarily and who is reappointed on a full-time or part-time basis in the same class within two (2) years shall be reappointed at either the same step the employee received at the time of demotion or the salary step nearest the amount of the employee's present salary step, whichever is greater.

7.12 Temporary Assignment to a Higher Class

(Amended 3/19/13)

An employee assigned by the appointing authority to perform the majority of duties of a limited term project position, with the approval of the County Administrator and the Director of Human Resources, or to a higher classification to fill a vacancy caused by resignation, termination, promotion, or an extended leave of absence, must complete the required personnel forms and must meet the minimum qualifications of the higher classification or position. Such employee shall be paid according to the salary of the scale for the new class which would constitute an increase in salary at the step most closely equivalent to five percent (5%) greater than the employee's salary before promotion, but not less than the minimum salary of the new class, or not greater than the maximum salary of the new class or a salary rate assigned to the limited term project position. The employee shall receive this salary as long as the employee continues to serve in such assignment and shall be entitled to receive any authorized increases for the higher class as described in section 7.13 (Temporary Promotion - Merit Increase Eligibility) below.

7.13 Temporary Promotion - Merit Increase Eligibility

(Amended 3/19/13)

Temporary assignments shall be administered in the following manner:

- A. If an employee assigned to a higher class has not yet reached the "I" step in the lower class, in-service hours while temporarily assigned to a higher class shall count as time served in the lower class for purposes of merit increase(s). If employee reaches the "I" step of the lower class while temporarily assigned, all subsequent in-service hours worked while assigned to the higher class will begin counting toward a merit increase in the higher class.
- B. If an employee is at the "I" step of the lower class when assigned to the higher class, in-service hours while temporarily assigned to a higher class shall count as time served in the higher class for purposes of merit increase(s) beginning with the first hour assigned in the higher class.
- C. An employee who is subsequently reassigned by the appointing authority within 12 months of the ending date of the most recent temporary assignment shall be considered for a merit increase in the higher class when the employee's total cumulative hours in the higher class are in accordance with Subsection 7.19 –Merit Advancement. However, if the employee received credit toward a merit increase in the lower class for hours worked in a temporary assignment as provided in Subsection 7.13 (a), such hours shall not also count toward a merit increase in the higher class.

7.14 Salary - Upon Transfer

(Amended 11/2/10)

A full-time or part-time employee who transfers from one allocated position to another allocated position in the same job class shall be placed at the same salary step that the employee was receiving prior to the transfer. A full-time or part-time employee who transfers from one allocated position in a job class to another allocated position in a closely related job class as defined in the Civil Service Rules for which s/he possesses the minimum qualifications shall be paid in the new scale nearest in amount to what the employee received prior to transfer.

7.15 Salary - Upon Reallocation of Class

An employee in a position of a class which, is reallocated from one salary scale to another, shall continue to receive the same salary step.

7.16 Salary- Upon Reclassification of Position - Same Salary Scale

Whenever a position is reclassified to a class, which is allocated to the same salary scale, the incumbent shall retain the same salary received prior to the reclassification if the incumbent is appointed to fill the position in accordance with the Civil Service Rules.

7.17 Salary - Upon Reclassification of Position - Higher Salary Scale

Except as otherwise provided herein, whenever a position is reclassified to a class which is allocated to a higher salary scale, the salary of the incumbent shall be provided by this Section upon promotion if the incumbent is appointed to fill the position in accordance with the Civil Service Rules.

7.18 Salary - Upon Reclassification of Position - Lower Salary Scale

Whenever a position is reclassified to a class, which is allocated to a lower salary scale, the salary of the incumbent shall be provided by this Section upon voluntary demotion if the incumbent is appointed to fill the position in accordance with the Civil Service Rules. Whenever the effect of a reclassification is to reduce the salary of an incumbent, the Board of Supervisors may, upon recommendation by the Director of Human Resources, direct that the incumbent shall continue to receive the previously authorized salary until termination of employment in the position, or until a percentage increase in pay may be authorized, whichever occurs first. Appropriate records shall show an incumbent as being paid at a special fixed rate (Y-Rate) of the salary scale for the employee's class.

7.19 Merit Advancement

(Amended 3/19/13)

A. Merit Advancement Within Salary Scales: Merit increases within a scale shall not be automatic. They shall be based upon merit and shall be made only upon written approval by the employee's appointing authority. Merit increases shall be made within the appropriate salary scale for the class by computing the new salary step rate which is most closely equivalent to two and a half (2 ½), five (5), seven and a half (7 ½), or ten (10) percent higher than the previous base hourly salary subject to the criteria below in 7(b). The usual merit increase for Satisfactory or Exceeds Standards, as documented by a written performance evaluation, shall

be five (5) percent. The department head has the option of giving no increase or a two and a half (2 ½) percent increase for less than overall satisfactory performance.

To request a flexible merit increase (any other than five percent (5%), or to award a merit in advance of eligible date), the appointing authority must complete the Flexible Merit Increase form and attach the employee's performance evaluation then forward to the County Administrator for approval. This Section shall not be grievable or appealable under any County resolution, ordinance, policy or practice. An employee whose merit increase is denied by the appointing authority may, upon request, meet and discuss with the appointing authority the reasons for the denial. The decision of the appointing authority shall be final.

B. Merit - Special Advancement: Either (1) or (2) can be chosen, but may not be combined. Increase cannot exceed ten percent (10%) in the previous twelve (12) months.

1. Upon recommendation of the appointing authority and approval by the County Administrator, an employee may be given a five percent (5%) merit step advancement before regularly scheduled as provided in section 7.20. Such special salary advancement shall be documented by an overall Outstanding rating with no areas of improvement needed in the written performance evaluation. Only one such special increase can be given in a twelve (12) month period or in the first twelve (12) months following appointment to the position.
2. An employee may be advanced in the salary scale based on merit at seven and one half percent (7 ½%) or ten percent (10%) increase, documented by an overall Outstanding rating in the written performance evaluation with no areas rated Improvement Needed. A seven-and-one-half percent (7 ½%) or ten percent (10%) increase must have the recommendation of the appointing authority and approval by the County Administrator.

7.20 Merit Increase – Total Hours Required

Each employee shall be considered for an initial merit increase when the employee's total hours in pay status exclusive of overtime within the current class equals one thousand forty (1,040) hours. Each such employee shall be considered for subsequent merit increases when the employee's total hours in pay status exclusive of overtime, at each step to which advanced, equals two thousand and eighty (2,080) hours. Notwithstanding the above, employees in the classification of Student Intern, Law Clerk or Senior Law Clerk may be considered for a merit increase following the completion of each school semester of internship experience with the approval of the Director of Human Resources. This Section shall not be grievable or appealable under any County resolution, ordinance, policy or practice. An employee whose merit increase is denied by the appointing authority may, upon request, meet and discuss with the appointing authority the reasons for the denial. The decision of the appointing authority shall be final.

7.21 Merit Increase - Effective Date

The effective date of the merit increase shall be the start of the work day during which the employee becomes eligible for the merit increase. (Amended 12/15/09)

7.22 Salary for Extra-Help Employment on Three Step Scale

Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented extra-help employee in a position wherein the salary scale is established pursuant to a negotiated Memorandum of Understanding between the County and Operating Engineers, Local 39 shall be paid within a three step system, the steps being E, G, and I of the respective salary scale listed in the current Memorandum of Understanding. Appointment to any Unrepresented position shall be made at the minimum rate, i.e., Step E.

7.23 Salary Reduction In Pay Upon Discipline

For a full-time or part-time Confidential or Other Unrepresented employee who has his/her pay reduced in accordance with Civil Service Rule 10.4, the reduction in pay shall apply to regular hours worked, including hours treated as hours worked, currently paid administrative leave, jury duty, military leave and compassionate leave. The rate reduction excludes premiums, overtime, vacation and compensatory time accruals and usage, and vacation, sick and compensatory time pay off. Pursuant to Civil Service Rule 10.4, a reduction in pay shall not exceed five (5) percent of the employee's salary step prior to the reduction and shall not exceed one thousand forty (1,040) hours in duration. Section 7.23 does not apply to Administrative Management employees.

SECTION 8 - PREMIUM PAY

8.1 Premium - P.O.S.T.

Each Unrepresented employee in the class of Deputy Sheriff II, Sheriff's Sergeant, District Attorney Investigator I, District Attorney Investigator II, Senior District Attorney Investigator, Welfare Fraud Investigator I, Welfare Fraud Investigator II, Public Defender Investigator I, and Public Defender Investigator II who have been awarded a valid certificate issued by the California Commission on Peace Officers' Standards and Training (POST), shall be eligible for POST premium compensation at the same rate of pay as described in the Memorandum of Understanding representing permanent employees in the same classification.

Each Sheriff who has been awarded an advanced certificate issued by the California Commission on Peace Officer's Standards and Training (POST) shall be eligible for POST premium compensation upon presentation of said certificate to the County. Each eligible Sheriff who has been awarded a valid advanced certificate shall receive three percent (3%) of base hourly rate thereafter, added to the employee's base hourly rate for all compensation purposes.

The payments set forth in this Section (8.1) shall become effective at the beginning of the first full pay period following the date of eligibility or application for the specified POST premium, whichever date is later.

8.2 Premium - Shift Differential

Employees designated as Unrepresented Confidential or Unrepresented shall be entitled to receive shift differential if the employee is assigned to work, and actually works an evening or night work shift.

A. Shift differential shall be paid only for hours worked on the defined shift. An employee whose shift starts 7 a.m. or later and ends by 7 p.m. shall not be eligible for shift pay.

B. An employee must actually work more than fifty percent (50%) of his or her shift hours between 2 p.m. and 10 p.m. to receive the evening shift differential premium specified in this Subsection (8.2(c)). An employee must actually work more than fifty percent (50%) of his or her shift hours between 10 p.m. and 8 a.m. to receive the night shift premium specified in subsection 8.2(d).

C. Evening Shift Premium: An additional five percent (5%) above the employee's base hourly rate for each hour actually worked on an evening shift.

D. Night Shift Premium: An additional ten percent (10%) above the employee's base hourly rate for each hour actually worked on a night shift.

E. Employees in job classes represented by other bargaining units entitled to receive shift premium pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

8.3 Premium Pay - Confidential Employees

Employees designated as Unrepresented Confidential employees shall be entitled to receive a premium pay of ninety cents (\$.90) per hour.

8.4 Premium Pay - Nurse Practitioner/Physician Assistant

(Amended 3/19/13)

Each Unrepresented employee in the classification of Public Health Nurse I or Public Health Nurse II who meets the minimum qualification for employment as a Nurse Practitioner/Physician Assistant, and who is assigned to perform the duties normally ascribed to the classification of Nurse Practitioner/Physician Assistant, shall be paid at the salary step of the scale for such higher classification which corresponds to the salary step of the employee's salary scale for each hour assigned and actually worked at said classification. An entry will be made in the employee's personnel file to document the employee's service as a Nurse Practitioner/Physician Assistant.

8.5 Bilingual Pay

(Amended 3/19/13, 6/14/16)

When a Department Head designates an Unrepresented Administrative Management position or Unrepresented Confidential position or an Unrepresented position which requires bilingual skills on the average of at least ten percent (10%) of the employee's work time, such an employee in the designated position shall first demonstrate a language proficiency of job-related terminology acceptable to the Department Head and the Director of Human Resources. Thereafter, the employee shall be entitled to the payment of one dollar (\$1.15) per hour of bilingual pay differential for every hour the person actually worked. Employees in job classes represented by other bargaining units entitled to receive bilingual pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

8.6 Bilingual Pay - Termination of

(Amended 3/19/13)

When a department head determines that a designated bilingual employee is no longer utilizing his/her bilingual skills at least ten percent (10%) of the employee's time for three consecutive pay periods, the County may remove the employee from the list of designated bilingual employees and

the employee will no longer be entitled to receive Bilingual Pay, unless re-designated by the department head at a later date.

8.7 Bilingual Pay - Daily Assignment

When (a) a Department Head has designated an Unrepresented/Confidential position which requires bilingual skills on the average of at least ten percent (10%) of the employee's work time, and (b) an employee has been assigned on an on-going basis to carry out such assignment, and (c) the employee so assigned becomes absent by virtue of temporary leave such as sick leave, vacation, or compensatory time off, then the Department Head may assign an employee to carry out the required bilingual duties of the assigned position on a daily basis. This back-up person, having first demonstrated a proficiency of job-related terminology acceptable to the Department Head and the Director of Human Resources, shall be entitled to the bilingual premium specified in Section 8.5 per hour for all hours actually worked in a daily assignment.

8.8 Extra-Help Employees

Each Unrepresented extra-help employee in the class of Occupational Therapist I, Occupational Therapist II, Physical Therapist I and Physical Therapist II shall be paid a premium of ten percent (10%) above the employee's base hourly rate.

8.9 Premium Pay for Detention & PES/CSU Facilities

(Amended 10/21/14)

8.9.1 Detention Facility

An Unrepresented extra-help employee in a classification represented by Engineers and Scientists of California (ESC) who is assigned to work in a detention facility shall receive the premium pay specified in the ESC current contract above the employee's base hourly rate for all hours worked in the detention facility. Only those detention facilities listed in the ESC contract under Section 13.7 (Premium Pay for Detention Facilities) are eligible for this premium.

8.9.2 PES/CSU

Effective 10/14/14, an Unrepresented Extra-Help employee in a classification represented by Engineers and Scientist of California (ESC) who is assigned to work in the Psychiatric Emergency Services/Crisis Stabilization Unit (PES/CSU) shall receive the premium pay specified in the ESC current contract above the employee's base hourly rate for all hours worked in the PES/CSU facility.

8.10 Patient Care Manager/Family Nurse Practitioner Certified

When required by a position, as determined by the appointing authority, an employee in the class of Patient Care Manager who is certified as a Family Nurse Practitioner (FNP) shall be paid as a Patient Care Manager/FNP, as specified in Appendix A.

8.11 Facilities Assignment Premium Pay

When an Office Support Supervisor Confidential or a Senior Office Support Supervisor Confidential in the Human Services Department is assigned by the Department Head or designee to building/facility maintenance tasks such as liaison with landlords, security firms, management of building equipment, pool cars or other related tasks and these tasks require twenty-five percent

(25%) or more of his/her time, he/she will receive a premium pay five percent (5%) above the employee's base hourly rate for all hours assigned and actually worked.

SECTION 9 - STAND-BY

9.1 Stand-By Defined

Stand-by duty requires that an employee be designated by the County, be ready to respond as soon as possible, be reachable by telephone or pager, be able to report to work in a reasonable amount of time, and refrain from activities which might impair their ability to perform assigned duties.

9.2 Stand-By Compensation

(Amended 3/19/13)

When the County assigns an Unrepresented Confidential or Unrepresented employee to standby duty, the County shall compensate the employee at the rate of \$4.75 per hour for all standby compensation. If and when the County calls an employee back to work, the employee shall be paid call-back pay described in Section 9.3 and shall not receive standby until the employee returns to standby status. The County shall not pay an employee for both call back and standby pay for the same hours worked.

Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented extra-help employee in a position wherein the salary scale is established pursuant to a negotiated Memorandum of Understanding between the County and other unions shall be paid at the same rate of pay as other employees in the bargaining unit for each hour assigned to stand-by with a minimum eight (8) hour stand-by assignment. No stand-by shall be considered as time worked. In no case shall an employee continue to receive stand-by pay once called back to work.

9.3 Call-Back

(Amended 3/19/13)

Unrepresented Confidential employees and Unrepresented employees who are called back to work after having completed the normal shift and after having left the work site, shall be entitled to receive a minimum of two (2) hours or for each hour actually worked, whichever is greater, at the rate of one and one-half (1 ½) times the employee's base hourly rate of pay. Time worked, for which an employee is entitled to call-back compensation, shall include reasonable travel time to and from the employee's residence via the shortest commonly traveled route. No employee shall continue to receive standby pay once called back to work or while receiving call back pay for hours worked, or while guaranteed minimum is paid. For purposes of computing overtime, only time actually worked and travel time shall be considered. The County shall not pay an employee for call-back pay, standby pay, and phone work pay during the same period of time. Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented extra-help employee in a position wherein the salary scale is established pursuant to a negotiated Memorandum of Understanding between the County and other unions shall be paid at the same rate and manner as other employees in the bargaining unit when called back.

9.4 Phone Work Compensation

(Amended 3/19/13)

With the department head's approval, an Unrepresented employee or an Unrepresented Confidential employee may be called upon to resolve work related problems by telephone without having to return to the work site. Compensation for such work shall be a minimum of one (1) hour at the rate of one and one-half (1 ½) times the employees base hourly rate of pay for any hour in which a telephone call is made or received. In the event a later telephone call is received after the prior one (1) hour of telephone work time, and the call required the employee to again resolve work-related problems by telephone, the employee shall be paid for an additional one (1) hour at the rate of one and one half (1 ½) times the employees base hourly rate of pay for all telephone calls made or received within that next hour. Phone work performed during a regularly scheduled telecommuting assignment is not eligible for payment under this section. The County shall not pay an employee for call-back pay, standby pay, and phone work pay during the same period of time.

SECTION 10 - MILEAGE REIMBURSEMENT

10.1 Mileage Reimbursement

An employee designated as Unrepresented Confidential, Unrepresented Administrative Management or Unrepresented who is authorized to and does provide a motor vehicle for travel required of the employee in the performance of official duty shall be reimbursed at the standard IRS business mileage rate.

10.2 Automobile Expense Reimbursement - Department Heads, Assistant County Administrator

(Amended 5/16/06)

Notwithstanding Section 10.1, the Assistant County Administrator and all non-elected Department Heads who do not have permanent overnight assignment of a County vehicle shall receive a flat rate two hundred fifteen dollars (\$215) per pay period as reimbursement for all private vehicle mileage on official County business. Elected Department Heads who do not have permanent overnight assignment of a County vehicle shall receive a flat rate of three hundred twenty dollars (\$320) per pay period as reimbursement for all private vehicle mileage on official County business. Department Heads who currently have permanent overnight assignment of a County vehicle may elect to receive the automobile allowance in lieu of such assignment. Permanent assignment of an automobile will only be available to new Department Heads by Board approval if specifically required by the emergency nature of the position. Such officials receiving the flat rate reimbursement may, in addition, receive mileage reimbursement at the rate specified in Section 10.1 for mileage driven outside the boundaries of Sonoma County. Travel expenses to destinations served by common air carrier from San Francisco or Oakland International Airports shall be compensated at the lesser of the mileage reimbursement rate or the least expensive airfare to the destination. Officials receiving the flat rate reimbursement shall file necessary documents in accordance with instructions from the Auditor-Controller-Treasurer-Tax Collector. Officials receiving the flat rate reimbursement shall not use County vehicles on official County business except as required in extraordinary circumstances.

SECTION 11 - CLOTHING AND EQUIPMENT

11.1 Issuance

The Board of Supervisors may, by resolution, provide for the issuance to employees of specific classes or departments of specific items of clothing or equipment which may be required in the performance of their official duties.

11.2 Personal Property Reimbursement

Upon recommendation of the appointing authority, the County, in accordance with Government Code Section 53240, shall provide for payment of the costs of replacing or repairing property or prostheses of an employee, such as eyeglasses, hearing aids, dentures, watches, or SECTIONS of clothing necessarily worn or carried by the employee when any such items are lost or damaged in the line of duty without negligence by employee. If the items are damaged beyond repair, the actual value of such items may be paid. The value of such items shall be determined as of the time of the loss thereof or damage thereto in accordance with the Personal Property Claims Guide as provided by Board of Supervisors Resolution No. 56420, dated January 18, 1977, and as amended by Board of Supervisors Resolution No. 90-0721 dated April 24, 1990.

11.3 Safety Shoes/Boots

(Amended 3/19/13)

Extra-Help Park Ranger Assistants shall have the option once in each two-year period to receive a voucher toward the purchase of safety shoes or boots. All vouchers shall be issued at one hundred fifty six dollars (\$170.00) for full boots and ninety dollars (\$90.00) for safety shoes.

SECTION 12 - STAFF DEVELOPMENT & WELLNESS

(Amended 7/22/14, 6/14/16)

12.1 Staff Development and Wellness Benefit Allowances

(Amended 7/22/14, 6/14/16)

Subject to budgeted funds for this program, full-time and part-time (.40 FTE and greater) employees who are in allocated positions are eligible for Staff Development/Wellness Benefit Allowance each fiscal year. As specified in the chart below, full-time and part-time employees may receive reimbursement pursuant to the provisions of the Staff Development Benefit Allowance Program Administrative Manual. Funds may not be carried over from year to year, and may be taxable pursuant to Internal Revenue Code.

Annual Staff Development/ Wellness Benefit Allowance

Bargaining Unit	Full-Time (1.00 FTE)	$\frac{3}{4}$ Time (> .75 FTE)	Part-Time (.40 - .74 FTE)
BU: 00 Unrepresented	\$1,000	\$500	\$500
BU: 51 Confidential	\$1,000	\$500	\$500
BU: 49 - Board of Sups BU: 52 – Elected DH BU: 52 – Dept Heads	\$1,650	\$1,650	\$1,050
BU: 50 – Admin Mgmt	\$1,500	\$1,500	\$960

12.2 Staff Development - Computer Hardware, and Mobile Devices

Staff Development Benefit Allowances may be used towards reimbursement for the purchase of computer hardware as defined in the County's Staff Development Benefit Program Allowance Administrative Manual. Monthly service charges for internet and mobile communication connections are not reimbursable under this Program. The use and approval of all computer hardware, and mobile devices is subject to review by the department head (or may be delegated to a senior manager only) and is subject to the specific job requirements for each job classification in that department. All computer hardware, and mobile devices must be directly job related, must be used for County business a minimum of 50% of their use and requires department head (or senior manager designee) authorization in order to qualify for reimbursement. Use of computer hardware and mobile devices to perform County business is subject to all County administrative and departmental policies related to technology use and security. Department head authorization for the use of this benefit towards reimbursements for computer hardware, and mobile devices must be outlined and approved in the employees' annual Professional Development Plan document and will be considered together with other staff development training and educational priorities required by the department head.

Overtime eligible employees shall not incur overtime by using the computer hardware or mobile device before or after regular scheduled work time or non-work days unless the work is authorized by the employee's designated supervisor.

12.3 Wellness/Physical Fitness

The annual Staff Development/Wellness Benefit Allowance may be used towards reimbursement for allowable physical fitness and/or wellness programs, as defined in the County's Staff Development Benefit Allowance Program Administrative Manual (Manual). An eligible employee may request reimbursement for allowable expenses, upon approval of the appointing authority, and as defined in the Manual.

12.4 Continuing Education Leave

When a continuing education course is offered during an employee's normal work schedule, the employee may be authorized continuing education leave. Such leave authorization shall be subject to the approval of the employee's appointing authority and must be directly related to the employee's present position or career advancement within the present department. Continuing education leave shall be considered as time worked.

12.5 In-Service Training

Attendance at in-service training courses may be authorized by the appointing authority.

12.6 Payment for In-Service Training

There are three ways the expenses of the program may be paid:

- A. By the County: Expenditures for travel, meals, lodging, registration and other items included annually within the department budget.

- B. By other public or private agencies: Expenditures paid by grants from the State or Federal governments, from private organization or from professional organizations.
- C. By the individual employee: The employee may pay the in-service training expenses in whole or in part from their Staff Development Benefit Allowance funds , or from the employee's private resources, if the employee requests and receives approval from the appointing authority for paid release time to attend the authorized training.

12.7 Guidelines

The Director of Human Resources shall develop, modify, implement and administer guidelines for the use of the County’s Staff Development Benefit Allowance Program, in compliance with IRS regulations.

12.8 Non-Grievable

Sections 12.1 through 12.7 of this Resolution shall not be grievable or appealable under any County policy, resolution or rule.

SECTION 13 - DEFERRED COMPENSATION

13.1 Incentive Retirement Savings Plan

(Amended 7/22/14, 6/14/16)

Effective with the pay period beginning July 5, 2016, the County shall deposit the following percentage of an employee’s bi-weekly base salary into the 401(a) account of each Unrepresented Administrative Management employee, Department Head, each Unrepresented Confidential employee, and each Unrepresented employee. (Extra-help employees are not eligible for County contributions under this program; see PST/457 Section 13.4).

	*Foundation Contribution	**Matching Contribution
Department Head	3.0%	1.0%
Administrative Management	3.0%	1.0%
Confidential Employee	1.0%	1.0%
Other Unrepresented Employee	1.0%	1.0%

* Reflects amount of county bi-weekly contribution to 401(a) plan of 1% or 3% of employee’s bi-weekly base salary.

** County match made bi-weekly to a 401(a) plan based on an employee’s bi-weekly contribution to a County deferred compensation plan, not to exceed 1% of bi-weekly base salary in addition to the foundation contribution listed above.

In order to receive such County contributions, each employee must be in pay status for at least fifty percent (50%) of the employee's regular work schedule in a pay period.

Nothing herein renders the County liable to any employee for continuance of the current deferred compensation plan in the event of a discontinuance of Internal Revenue Service or Franchise Tax

Board approval of any County deferred compensation plan or portion thereof or the employee becoming ineligible to participate in the deferred compensation plan.

Any employee, Board member, or Elected Department Head who continues to receive County contributions under any prior deferred compensation plan will not be eligible for County contributions to the Incentive Retirement Savings Plan.

County paid contributions under this Subsection 13.1 (Incentive Retirement Savings Plan) shall not be included in the calculations of retirement.

The provisions of this program are subject to Federal and State law and will be modified to comply with any legislative changes including any contribution limits as required by the Public Employees Pension Reform Act.

13.2 Deferred Compensation – Voluntary Plan
(Amended 3/19/13)

The County will maintain a voluntary deferred compensation plan for all employees eligible under Federal law and the rules of the deferred compensation plan.

13.3 PST/457 Deferred Compensation Retirement Plan

Part-time (less than 0.50 FTE) and extra-help employees who are hired on or after October 1, 1991, shall participate in the PST/457 Deferred Compensation Retirement Plan authorized by Internal Revenue Code Section 457 in lieu of Social Security. The County shall contribute to the employee's PST/457 deferred compensation account according to the following schedule:

EMPLOYEE	COUNTY
3.5%	4.0%

The Sonoma County Water Agency employees are not included in the PST/457 Deferred Compensation Plan as they are presently covered by Social Security.

SECTION 14 - HEALTH AND WELFARE BENEFITS FOR ACTIVE EMPLOYEES

(Amended 5/18/10, 3/19/13, 3/15/16)

14.1 Active Employee Health Plans

An eligible employee is allowed only to enroll either as a single subscriber in a County offered medical, dental, vision plan and/or dependent life insurance, or as the dependent spouse/domestic partner of another eligible County employee/retiree, but not both.

If an employee is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., an employee and his or her dependents cannot be covered by more than one (1) County offered health plan).

An eligible employee is:

A County of Sonoma probationary or regular full-time or probationary or regular part-time

employee (refer to Section 14.2.6 regarding plans offered and pro-ration of benefits for part-time employees).

An eligible dependent is (as defined in each plan document/summary plan description):

- ❑ Either the employee's spouse or domestic partner; or
- ❑ A child based on your plan's age limits or a disabled dependent child regardless of age.

14.2 Enrollment in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans

Election to enroll in the County offered health plan will take place within the first 31 days following date of hire to permanently allocated position of .40 FTE or greater, or it will be made during an annual open-enrollment period. Enrollment in vision and basic life insurance is automatic. Mid-year enrollment can only be permitted as allowed by IRC Section 125 or as required by HIPAA or other applicable regulations. The effective date of benefits will be the first of the month following date of hire or initial eligibility.

14.2.1 County Offered Medical Plans

The County will offer at least the following medical plans, the County Health Plan PPO, County Health Plan EPO, and Kaiser HMO plan. The benefit provisions are outlined in the Summary Plan Description or Evidence of Coverage.

14.2.2.1 County Contributions Toward Active Employee Medical Administrative Management and Department Heads

Effective with the pay period beginning July 19, 2016, medical plan coverage in this Section 14.2.2.1 will be paid on a semi-monthly basis (24 Payments per year). The County shall contribute a flat dollar amount not to exceed \$500 per month (\$250 semi-monthly) toward the cost of any County offered medical plans for any eligible full-time regular Administrative Management and Department Head employee and their eligible dependent(s).

This is the full and total contribution amount the County will contribute toward medical benefits for active regular Administrative Management employees and Department Heads and their dependent(s). The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 14.2.6.

14.2.2.2 County Contributions Toward Active Employee Medical- For Eligible Unrepresented Confidential (BU 0051) and Unrepresented (BU 0000) Full-Time and Part-Time Employees

a. Effective March 1, 2016 for coverage through May 31, 2016, the County shall contribute a flat dollar amount not to exceed \$229.98 per pay period (\$500 per month) toward the cost of any County offered medical plans for any eligible full-time regular employee and their eligible dependent(s).

b. Effective the pay period beginning May 10, 2016, with the intent to have premiums paid in the pay period(s) required for coverage to be effective June 1, 2016, the County shall contribute up to maximum of the following amounts based on level of coverage for Unrepresented Confidential

and Unrepresented employees enrolled in County-offered medical coverage for any eligible full-time and part-time employees and their eligible dependent(s). The amounts listed below shall include the conversion of the current County HRA contributions for active employees in Section 14.3 to medical contributions.

Employee only	\$557 per month (\$278.50 semi-monthly)
Employee plus one	\$1,113 per month (\$556.50 semi-monthly)
Family	\$1,575 per month (\$787.50 semi-monthly)

This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their dependent(s).

c. Effective the pay period beginning May 23, 2017, with the intent to have premiums paid in the pay period(s) required for coverage to be effective June 1, 2017, the County shall contribute up to maximum of the following amounts based on level of coverage for Unrepresented Confidential and Unrepresented employees enrolled in County-offered medical coverage for any eligible full-time and part-time employees and their eligible dependent(s). The amounts listed below shall include the conversion of the current County HRA contributions for active employees in Section 14.3 to medical contributions.

Employee only	\$580 per month (\$290 semi-monthly)
Employee plus one	\$1,158 per month (\$579 semi-monthly)
Family	\$1,638 per month (\$819 semi-monthly)

This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their dependent(s).

The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 14.2.6.

Medical plan coverage in Section 14.2.2.2 will be paid on a semi-monthly basis (24 payments per year)

14.2.3 Dental Benefits
(Amended 6/14/16)

The County offers dental and orthodontic benefits to full and part-time regular employees and their eligible dependent(s). Benefits provisions, co-payments and deductibles are outlined in the Evidence of Coverage. The employee contribution is \$14.13 semi-monthly (\$28.26 per month).

For Administrative Management employees and Department Heads, the semi-monthly deductions will be effective the pay period beginning July 19, 2016, for coverage beginning August 1, 2016.

Dental Benefits coverage in section 14.2.3 will be paid on a semi-monthly basis (24 payments per year).

The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 14.2.6.

14.2.4 Vision Benefits

The County offers vision and computer vision care benefits to full-time active employees and their dependent(s) with no employee contribution.

Part-time employees will automatically be enrolled in the vision benefit and the County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section. Benefits provisions, co-payments and deductibles are outlined in the Evidence of Coverage.

14.2.5 Life Insurance

(Amended 6/14/16)

The County shall offer a basic term-life insurance plan in the amounts specified below for an allocated full-time equivalent position of sixty (60) hours or more (0.75 FTE or more) with no employee contribution. Enrollment in basic life insurance is automatic, based on eligibility.

Confidential Employees: One and one half (1-1/2) times the annual salary computed on the basis of 26.089 times the bi-weekly salary in effect at the time of death. Administrative Management and Department/Agency Heads: Two (2) times the annual salary computed on the basis of 26.089 times the bi-weekly salary in effect at the time of death. Unrepresented Employees: Ten thousand dollars (\$10,000).

Effective August 1, 2016, the life insurance coverage amount for Unrepresented employees will be in an amount equal to one and one half (1-1/2) times their annual base salary. Enrollment in basic life insurance is automatic, based on eligibility.

Each eligible and enrolled employee may purchase through payroll deduction, dependent coverage of \$5,000 for each eligible dependent. For all other plan benefits and provisions, refer to the insurance policy document. Eligible employees may purchase additional life insurance coverage for themselves at their own expense upon initial eligibility or during the annual enrollment periods specified in Section 14.2 (Enrollment in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans). Confidential, Unrepresented, Administrative Management, and Department Head employees may purchase supplemental coverage in increments one times (1X) to four times (4X) the basic coverage to a maximum of \$500,000, in accordance with the insurance carrier's policy. Effective 7/19/2016 Unrepresented employees may purchase supplemental coverage in increments of \$10,000 not to exceed the maximum of \$500,000 which includes the County paid basic term life insurance plan and additional life insurance coverage purchased by the employee, in accordance with the insurance carrier's policy.

Participating employees and the County will be required to follow the insurance company's contracted requirements with respect to the maximum amounts and the necessity for evidence of insurability in order to be eligible to receive the benefit as may be amended from time to time and

may be based on actual participation by County employees in the program. An employee enrolled in supplemental coverage who moves from one age bracket to the next higher bracket will have to pay the rate of the higher age bracket beginning the January of the year in which the employee moves to the higher age bracket.

14.2.6 Part-Time Employee – Health Benefits

- A. Part-time employees in allocated positions of thirty two (32) hours or more biweekly (0.40 FTE minimum) shall be eligible to participate in the County’s medical, dental, and vision plans and the County’s contribution toward their premiums shall be pro-rated. Pro-ration shall be based on the number of pay status hours in the pay period, excluding overtime and including periods of qualified FMLA, CFRA and CDPL leaves without pay.
- B. A part-time Unrepresented Administrative Management and Unrepresented Confidential employee, whose allocated position is 0.75 FTE or greater bi-weekly, shall receive medical, dental and vision coverage as if the part-time employee were a full-time employee. Said part-time employee shall receive life insurance and long-term disability insurance in accordance with the employee's FTE.
- C. Except for part-time (0.75 FTE+) employees referred to in this Section 14.2.6(b), part-time employees shall not be eligible to participate in the County's life insurance program

14.3 Health Reimbursement Arrangement (HRA) Contribution

(Amended 4/9/13, 3/15/16)

Effective the pay period beginning on May 10, 2016, the County shall cease contribution to the HRA account described in this section. Effective the pay period beginning May 10, 2016, the County will instead convert such HRA contributions into medical insurance premiums.

Between March 1, 2016 and May 9, 2016, all eligible Confidential and Unrepresented full and part time employees enrolled in a County sponsored medical plan will receive a contribution into a Health Reimbursement Arrangement (HRA) and can participate in the HRA plan based on county medical plan enrollment as described herein. Eligible employees who waive medical coverage and are not enrolled in a County sponsored medical plan will not receive a contribution into the HRA. For active Confidential and Unrepresented employees meeting the above criteria, the County will contribute an amount equal to 2.25% of the employee’s base pay.

The County will contribute to eligible Confidential and Unrepresented part-time employees on a pro-rated basis, in accordance with Section 14.2.6.

County contributions pursuant to this section will be available to Plan participants for reimbursement of eligible medical care expenses as incurred by an eligible employee or dependents(s) as under Internal Revenue code sections 105 and 106. Effective July 1, 2016, employees will be able to access accumulated funds by submitting eligible expenses for reimbursement but may not use HRA funds to offset premium costs for County medical coverage.

HRA contributions made pursuant to this section are separate and apart from HRA contributions and benefit eligibility for Retiree Medical for employees hired on or after January 1, 2009, pursuant

to Section 15.6. Health benefits in this Section 14 are available only to active employees.

Section 14.3 does not apply to extra-help employees and unrepresented employees in the job classifications of: 0841 - Assistant Executive Officer LAFCO, 2537 - Forensic Psychiatrist, 2536 - Mental Health Physician, and 2535 - Public Health Physician.

14.4 Employee Assistance Program

The County provides an Employee Assistance Program (EAP) for all Salary Resolution employees.

14.5 Long-Term Disability

The County shall provide and pay the premium for a Long-Term Disability (LTD) benefit as described in the applicable plan document to all full and part-time employees (0.40 FTE minimum) who meet the eligibility requirements. The benefit waiting period is the longer of 60 days, or the period you elect to receive paid leave. Employees eligible to receive LTD benefits are not required to exhaust sick leave before receiving LTD benefits, but an employee who chooses to use sick leave or other paid leave after the sixtieth (60th) day of disability is not eligible to receive any LTD benefits until the employee stops using paid leaves. LTD benefits cannot be supplemented with any paid leave. LTD benefits will be offset by any applicable income, such as short-term disability benefits, social security and social security disability benefits, etc.

14.5.1 Long-Term Disability Claims Dispute

The claims dispute process is described in the Summary Plan Description or Evidence of Coverage. Human Resources-Risk Management Division will assist employees with claims dispute.

14.6 Workers' Compensation Claims Disputes

Any dispute by an employee over a claim processed through workers' compensation shall be resolved solely through the appropriate appeal procedures of that system.

14.6.1 Workers' Compensation Temporary Disability – Supplementing with Paid Leave

An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury, compensable by temporary disability shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular bi-weekly base salary as follows:

- ❑ All sick leaves shall be taken until the remaining sick leave balance is 40 hours or less.
- ❑ Once the sick leave balance is forty (40) hours or less, the employee may elect to supplement by taking any combination of the remaining sick leave, vacation, and/or compensatory time off up to his/her base salary.
- ❑ Employees whose sick leave balance is forty (40) hours or less may also elect not to supplement at all.

An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

14.7 Medical/Pregnancy Disability Leave

When an employee exhausts all but forty (40) hours of sick leave and goes on medical or pregnancy disability leave without pay, the County will make its normal contribution to the employee's medical, dental, vision care, life insurance and LTD benefits for a period not to exceed thirteen (13) pay periods per disability. Beginning with the fourteenth (14th) pay period, the employee will be entitled to continue coverage through COBRA Continuation of Coverage and is responsible for making a timely election and paying COBRA premiums by the due date. Prior to the exhaustion of the thirteenth (13th) pay periods, the County will provide reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits.

An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the thirteen (13) pay periods of entitlement under this Section (14.7) shall not have the thirteen (13) pay period entitlement reduced for any pay period in which the employee is in pay status for at least fifty percent (50%) of the employee's allocated full time equivalent as specified in this Section 14.7 (Medical/Pregnancy Disability Leave). If the employee returns to medical or pregnancy disability leave without pay for the same condition, the thirteen (13) pay period time frame will continue where it left off and will be reduced only for those pay periods when the employee's pay status hours fall below fifty percent (50%) of the allocated full-time equivalent.

The County's thirteen (13) pay period Medical Leave without pay benefit entitlement shall run concurrent with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL).

The employee's entitlement under COBRA law begins when the employee is no longer eligible for a county contribution toward medical benefits. When the employee returns to fifty percent (50%) allocated full time equivalent in pay status, eligibility for a county contribution toward health benefits is regained. Benefit coverage begins the first of the following month.

14.7.1 Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will cease to pay its normal benefit contributions.

The employee must pay the total benefit premium(s), if the employee desires to continue coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to not less than fifty percent (50%) of the employee's regular schedule in a pay period, the County will continue to pay its normal benefit contributions.

14.7.2 Continuation of Health Benefits Coverage (Revised 3-19-13)

An employee, who is entitled to continued benefit coverage as specified in Section 14.7 or 14.7.1, must notify the Auditor-Controller-Treasurer-Tax Collector's office (ACTTC) no later than five (5) County business days after the first (1st) day of the leave of absence, of the employee's intent

to continue insurance coverage.

A Request for Leave Without Pay form signed by the employee and his/her appointing authority shall be forwarded to the ACTTC's office when leave is authorized. To assure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period or the date specified in the notice. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to prevent a lapse in coverage due to non-payment, the employee shall pay a \$25.00 late charge in addition to the premium amount due by the date specified in the reminder notice.

Only one (1) reminder notice will be sent. If the employee fails to make proper payment within 30 days of the first due date, the employee's medical, dental, vision, life insurance and Long-Term Disability coverage shall be terminated. Coverage will not be reinstated until the 1st of the month following return to pay status.

14.7.3 Part-Time Employees – Health Benefits During Leave of Absence

Part-time employees shall be eligible to participate in the medical benefit plans and/or the dental plans on a prorated basis, as defined in Section 14.2.6. For pay periods with no pay status hours, pro-ration shall be based on the employee's FTE. Part-time employees shall be entitled to participate in Long-Term Disability as specified in Section 14.5 (Long-Term Disability).

14.7.4 COBRA

The County provides continuation of health benefits at group rates plus 2% as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, including any applicable subsequent amendments or revision where applicable.

14.8 Salary Enhancement Plans

All employees who belong to the retirement system shall have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code which has the effect of deferring Federal and State income taxes on the employee's retirement contributions.

IRS Section 125:

Premium Conversion

The County shall continue under IRS Code Section 125 to administer a Health Care Premium conversion Plan that allows eligible employees to make their required contributions towards health premiums with pre-tax dollars through payroll deduction. The County will make no contribution to this plan, however, it will bear the cost of administering this benefit.

Health Flexible Spending Account

The County provides a Health Flexible Spending Account (FSA) to enable eligible employees to set aside pre-tax dollars for reimbursement of employee's qualified medical expenses not reimbursed by the employee's health insurance plan and will be provided to the maximum amount stipulated in the Plan and consistent with law.

Dependent Care Assistance Program

The County provides a Dependent Care Assistance Program subject to the limitations and maximums as stipulated under law.

14.9 Benefits: Plan Documents and Other Controlling Documents

While mention may be made in this resolution of various provisions of benefit programs, specific details of benefits (including disputes and/or appeals) provided under County offered health plans shall be governed solely by the plan documents or insurance contracts and/or policies maintained by the County. The County will bear no responsibility for resolving disputes/appeals between an employee and a contracted health plan vendor. Within this section, vendor refers to insurance company, Knox-Keene organizations licensed in the state of California to provide health benefits, benefits administration, or network management.

14.10 Extra-Help Employees – Applicable Benefits

Only benefits required by law and the following sections of Section 14 apply to extra-help employees: sections 14.4 (Employee Assistance Program), 14.9 (Plan Documents and Other Controlling Documents), 14.6 (Workers' Comp-Claims Dispute), sections 14.11 through 14.17 (Extra-Help Employees – Medical Benefits).

14.11 Extra-Help Employees - Medical Benefits

(Amended 3/15/16)

Extra-help employees shall have access to a medical plan. The County will offer all available health plans, excluding the County EPO and County PPO plans, to eligible extra help employees and their eligible dependent(s) as is provided to regular employees as described in section 14.2.1.

14.12 Extra-Help Employees; Medical Benefits, Eligibility

(Amended 3/15/16)

Employees who meet the following criteria will be eligible to begin payroll deductions once both criteria are met:

- Must generally be scheduled to work at least forty (40) hours per pay period
- Worked at least eighty (80) hours in the previous two (2) pay periods.

14.13 Extra-Help Employees; Contribution Rates for Medical Plan

Effective with the first premium due, the County contribution shall be up to four hundred dollars (\$400) per month.

Pro-ration shall be as follows:

1. For each pay period in which the extra-help employees work forty (40) or more hours, the full County contribution will be paid.
2. For each pay period in which the extra-help employee works more than twenty (20) but fewer than forty (40) hours, the above amounts shall be prorated in proportion to the number of hours worked in the pay period.
3. For each pay period in which the extra-help employee works fewer than twenty (20) hours, no County contribution will be made.
4. Premiums for the plan will be paid in advance on the first two pay dates of the month prior

to the coverage effective date and on the first two pay dates of every month thereafter. When payment has been made in full, coverage will take effect on the first of the month following payment and shall end on the last day of the same month. Coverage will be month to month and is dependent on full payment of premiums and subject to continued eligibility.

The employee premiums shall be paid through pre-tax payroll deduction as allowed by IRS Code Section 125.

14.14 Extra-Help Employees: Continued Coverage and Conditions for Regaining Eligibility for Medical Plan

An extra-help employee who is enrolled in the medical plan who fails to work at least twenty (20) hours in any pay period in which a premium deduction was due, will be eligible to contribute toward the medical coverage by paying the full amount of the premiums by payroll deduction if sufficient funds are available to fully cover the deduction. Premium payments not paid by payroll deduction will be due in the ACTTC's Payroll Office by the last day of the pay period in which there were insufficient hours worked. A \$25 late fee will apply for each payment not received by the due date.

Premium payments not paid by payroll deduction but paid directly to the ACTTC's Office may be continued for a maximum of three (3) months or upon the exhaustion of any approved CPDL, CFRA, or FMLA benefit period, whichever is later.

- A. Employees who choose to pay timely premiums directly to the ACTTC's Office by cash or check without a lapse in coverage shall resume premium payment by payroll deduction on the first available pay date following their last cash premium payment without a lapse in coverage.
- B. Employees who choose to lapse their coverage during a period of absence may do so by notifying the ACTTC's Payroll Office in writing no later than seven (7) days after the premium due date. Coverage will be lost for the months not paid. Premium payment by payroll deduction shall restart on the first pay date of a month with sufficient funds to cover the cost of premiums due and shall continue until discontinued by a written cancellation notice, non-payment of premiums, a temporary lapse in coverage in accordance with this section, or separation from employment. Coverage will not restart until a full month's premiums are paid in full.
- C. Employees may choose to cancel their coverage by completing the appropriate forms.
- D. Employees who fail to make any of the above elections or who fail to pay premiums when due shall receive one notice of payment due and shall have their coverage canceled for failure to respond.
- E. The County reserves the right to cancel an employee's active coverage if the employee lapses coverage more than three (3) times, or a similar frequency that is determined to be an administrative burden.

Employees who choose option (C) or are canceled under item (D) or (E) must wait until the next annual enrollment period to re-enroll.

An employee who loses coverage under this section may be eligible to elect COBRA continuation of coverage if he or she is no longer eligible to pay premiums directly to the Auditor-Controller-Treasurer-Tax Collector's (ACTTC) payroll division. The failure to pay premiums or the election to lapse or cancel coverage are not COBRA qualifying events.

14.15 Extra-Help Employees: Medical Plan - Dependent Coverage

Covered employees may purchase dependent coverage for eligible dependents at their own expense through pre-tax payroll deduction as allowed by IRS Code Section 125.

14.16 Extra-Help Employees: Enrollment in Medical Plan

Approximately two (2) months prior to the anticipated eligibility date, the County shall provide enrollment materials to the employee. The employee then has twenty one (21) calendar days to complete and submit the enrollment forms. If coverage is waived upon initial eligibility, election to participate in the medical plan can only be made during an annual open enrollment period designated by the County or as required by law.

14.17 Extra-Help Employees: Medical Benefits & Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or California Pregnancy Disability Leave (CPDL)

Eligible extra-help employees who are off work on an FMLA or CFRA or CPDL qualifying leave shall receive a County contribution toward medical insurance equal to the average amount received in the two (2) pay periods immediately preceding the first (1st) pay period of eligible leave. Employees must pay their share of the medical insurance premiums in order to maintain coverage and to continue to be eligible for a County contribution. Employees must file an Extra-Help FMLA/ CFRA/CPDL Request for Leave form along with appropriate medical documentation with their department. Upon approval, the leave form signed by the employee and his/her appointing authority shall be forwarded to the ACTTC's office.

An employee who is eligible for this continued benefit shall notify the ACTTC's payroll division of the employee's intent to continue insurance coverage no later than five (5) County business days after the first day of the leave.

To ensure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period for which premiums were due. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to prevent a lapse in coverage due to non-payment, the employee shall pay a \$25.00 late charge in addition to the premium amount by the date specified in the reminder notice. Only one (1) reminder notice will be sent. If the employee fails to make proper payment within 30 days of the first due date, the employee's continued medical insurance shall be terminated.

SECTION 15 - MEDICAL BENEFITS FOR RETIREES

15.1 Retiree Medical Coverage (Amended 3/17/09)

A. An eligible retiree and eligible dependents may enroll in a County offered medical plan

through May 31, 2009, as described in sections 15.2 and 15.3.

- B. Effective June 1, 2009, an eligible retiree and eligible dependent(s) (as defined below), may be enrolled in a County offered medical plan as described in section 16.4 but is allowed only to enroll either as a subscriber in a County offered medical plan or, as the dependent spouse/domestic partner of another eligible County employee/retiree, but not both. If an employee/retiree is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., a retiree and his or her dependents cannot be covered by more than one County offered plan).

An eligible dependent is¹:

- Either the retiree's spouse or domestic partner (requires signed domestic partner affidavit filed with the County); or
- An unmarried child based on your plan's age limits or a disabled dependent child regardless of age.

- C. An eligible retiree must enroll in a County offered retiree medical plan at the time of retirement unless the retiree waives medical insurance coverage and/or the retiree's eligible dependent(s) by completing a retiree waiver form. A retiree who waives medical coverage will be allowed to re-enroll themselves and any eligible dependent(s), upon the following conditions being met:

- 1) The retiree must re-enroll within 30 days of losing other insurance coverage and provide the County with evidence of such loss of other coverage, or,
- 2) At the latest, the retiree must re-enroll, or lose eligibility to receive a County contribution toward the retiree medical plan, no later than 60 days after the effective date of the retiree's Medicare coverage.
- 3) The retiree's re-enrollment is required in order for any eligible dependent(s) to be enrolled in a County offered medical plan, except as follows in #4 below.
- 4) The retiree may add an eligible dependent spouse or domestic partner at a time later than the date the retiree enrolls as provided in section Article 15.1 B above.
- 5) Eligible dependent children must be enrolled at the time the retiree elects coverage.

15.2 County Contribution toward Retiree Medical Plans – Employees Hired Before January 1, 1990
Through May 31, 2009 retiree medical benefits are as follows:

A. Eligibility

1. Regular employees hired before January 1, 1990 are eligible to receive a County contribution toward the cost of a County offered medical plan for the eligible retiree and their eligible dependent(s), if they:
 - a. Have been continuously employed since December 31, 1989 without a break in service before retirement, and

¹ As defined in each plan document/summary plan description.

- b. Have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) since December 31, 1989, and
 - c. Retire directly from County service, except elected department heads who, having met the eligibility requirement as stated, and if the member's term of office involuntarily ceases prior to the earliest date of eligibility for retirement the elected department head may defer election to receive such benefits until the first day of eligibility to receive a benefit from the Sonoma County Retirement System.
2. Laid-Off & Restored Employees. Employees who were employed by the County prior to Jan. 1, 1990, but who were laid off thereafter shall not be subject to the restrictions of Article 15.2 provided that they are subsequently restored to County employment, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this section.

B. County Contribution. The County will continue to contribute toward the cost of a County offered medical plan for any eligible retiree and their eligible dependent(s), the same dollar amount as it contributes toward the cost of a County offered medical plan for active unrepresented Administrative Management employees (bargaining unit 50). The retiree is responsible for all costs that exceed the total County contribution.

15.3 County Contribution toward Retiree Medical Plans – Employees Hired On or After January 1, 1990 but Before January 1, 2009

Through May 31, 2009 retiree medical benefits are as follows:

A. Eligibility

- 1) 10 or More Years of Service. Regular employees hired or rehired after January 1, 1990 but before January 1, 2009, are eligible to receive a County contribution toward the cost of a County offered medical plan for the eligible retiree only, if they:
 - a. Have been employed by the County for a period of at least ten (10) years (consecutive or non-consecutive), which may include service with the County prior to January 1, 1990, and
 - b. Have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the same length of time, and
 - c. Retire directly from County service, except elected department heads who, having met the eligibility requirement as stated, and if the member's term of office involuntarily ceases prior to the earliest date of eligibility for retirement the elected department head may defer election to receive such benefits until the first day of eligibility to receive a benefit from the Sonoma County Retirement System
- 2) 20 or More Years of Service. Regular employees hired or rehired after January 1, 1990 but before January 1, 2009, are eligible to receive a County contribution toward the cost

of a County offered medical plan for the eligible retiree plus one eligible dependent, if they:

- a. Have been employed by the County for a period of at least twenty (20) years (consecutive or non-consecutive), which may include service with the County prior to January 1, 1990, and
- b. Have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the same length of time, and
- c. Retire directly from County service, except elected department heads who, having met the eligibility requirement as stated, and if the member's term of office involuntarily ceases prior to the earliest date of eligibility for retirement the elected department head may defer election to receive such benefits until the first day of eligibility to receive a benefit from the Sonoma County Retirement System.

3) Effective December 10, 2002, the County shall continue to contribute to the cost of a County-sponsored medical plan for an eligible Department Head and his or her spouse, domestic partner and/or eligible dependents, following the Department Head's service retirement from the County of Sonoma, provided the Department Head has at least ten (10) years of Sonoma County service at the time of retirement.

B. County Contribution. The County will continue to contribute toward the cost of a County offered medical plan for any eligible retiree and any eligible dependent, in the same dollar amount as it contributes toward the cost of a County offered medical plan for active Unrepresented Administrative Management employees (employee group 0050). The retiree is responsible for all costs that exceed the total County contribution.

C. Additional Dependents. Retirees eligible under this section may enroll eligible dependent(s) in the County offered medical plan elected by the retiree, but the retiree is responsible for all premium costs in excess of the County's contribution.

15.4 County Contribution toward Retiree Medical Plans - Employees Hired Before January 1, 2009 (Amended 7/12/11)

Effective June 1, 2009, the existing retiree medical benefits described in Sections 15.2 and 15.3 shall be replaced with this Section

A. Eligibility. Following the phase-in period described in 15.4(D), in order to be eligible for this benefit, the retiree must have:

- 1) Completed at least 10 years of consecutive regular full-time paid County of Sonoma service employment. The equivalent worked or purchased regular part-time County service time can be counted toward the 10 years. However, any miscellaneous purchased service time such as extra help, contract, and leave of absence service time does not count toward this eligibility requirement, and

- 2) Have been a contributing member of the Sonoma County Employees' Retirement Association (SCERA) for the same time period, and
 - 3) Retire directly from County service
 - 4) Current retirees receiving a County contribution for retiree medical based on eligibility at the time of their retirement who do not meet the 10 year requirement as listed above are grandfathered in at the eligibility at the time of their retirement.
 - 5) Laid-Off & Restored Employees (Amended 7/12/11): Employees who were employed by the County prior to January 1, 2009, but who were laid off thereafter shall be eligible for the benefits described in this Article 15.4 provided that they are subsequently restored to County employment, pursuant to Civil Service Rule 11.4, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this section. The break in service caused by the layoff shall be bridged upon restoration such that, although no service time is earned during the break, consecutive service is restored for eligibility for this benefit. To the extent allowed by law they shall not be eligible for the benefits described in Article 15.6 (County Contribution toward Retiree Medical Plans - Employees Hired On or After January 1, 2009 - Effective January 1, 2009).
- B. County Contribution. The County shall contribute toward the cost of County offered medical plans for any eligible retiree whether or not the retiree covers eligible dependent(s), the same dollar amount as it contributes toward the cost of County offered medical plans for active Unrepresented Administrative Management employees (employee group 0050).
- C. Additional Dependents. Retirees eligible under this section may enroll eligible dependent(s) in the County offered medical plan elected by the retiree but the retiree is responsible for all premium costs in excess of the County's contribution.

D. The contribution provided for in 15.4(B) above, shall be the total dollar County contribution for retiree medical benefits for any eligible retired employee hired before January 1, 2009, and their eligible dependents, except as provided for below. The eligibility to receive this benefit shall be as described in 15.4, but for the phase-in periods listed below, the eligibility shall remain unchanged from 15.2(A) and 15.3(A)

1. Effective for the period of June 1, 2009 to May 31, 2010 only, in addition to the amount specified in 15.4 B above, the County shall contribute the additional monthly dollar contributions as specified below:

	Additional County Contribution
	June 1, 2009- May 31, 2010 (Year 1)
County Health Value Plus Plan - CHVPP (#2)	
Non-Medicare Retirees	
Retiree	\$77.97
Retiree & 1 Dep under 65	\$539.52
Retiree & 2+ Deps under 65	\$912.93
Retiree & 1 Dep w/Medicare	\$318.70
Retiree & 2+ Deps 1 w/Medicare	\$692.10
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$318.70
Retiree & 1 Dep both w/Medicare	\$114.27
Retiree & 1 Dep w/Medicare, 1 w/out Medicare	\$471.27
Retiree & 2+ Deps w/out Medicare	\$692.10
County Health Value Plan - CHVP (#3)	
Non-Medicare Retirees	
Retiree	\$24.44
Retiree & 1 Dep under 65	\$434.32
Retiree & 2+ Deps under 65	\$765.92
Retiree & 1 Dep w/Medicare	\$238.22
Retiree & 2+ Deps. 1 w/Medicare	\$569.82
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$238.22
Retiree & 1 Dep both w/Medicare	\$56.69
Retiree & 1 Dep w/Medicare, 1 w/out Medicare	\$373.72
Retiree & 2+ Deps w/out Medicare	\$569.82
PacifiCare (Under 65)	
Non-Medicare Retirees	
Retiree	\$1.88
Retiree & 1 Dep under 65	\$403.75
Retiree & 2+ Deps under 65	\$685.08
Retiree & 1 Dep w/Medicare*	\$221.17
Retiree & 2+ Deps, 1 w/Medicare*	\$502.49

Secure Horizons (PacifiCare over 65)	
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$221.17
Retiree & 1 Dep both w/Medicare	\$40.48
Retiree & 2+ Deps w/out Medicare	\$502.49
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$319.90
Kaiser Permanente (California)	
Non-Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep under 65	\$166.33
Retiree & 2+ Deps under 65	\$401.36
Retiree & 1 Dep w/Medicare*	\$103.41
Retiree & 2+ Deps, 1 w/Medicare*	\$338.43
Kaiser Senior Advantage (over 65)	
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$103.41
Retiree & 1 Dep both w/Medicare	\$40.48
Retiree & 2+ Deps w/out Medicare	\$338.43
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$275.50
Medicare Retirees (Grandfathered Cost Plan Members Only)	
Retiree	\$38.10
Retiree & 1 Dep w/out Medicare	\$321.26
Retiree & 1 Dep both w/Medicare	\$476.19
Retiree & 2+ Deps w/out Medicare	\$556.29
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$711.22

* This rate assumes dependent with Medicare is enrolled under the Senior Plan

Out of State Kaiser rates differ slightly (Hawaii and Oregon/Washington)

2. Effective for the period of June 1, 2010 to May 31, 2011 only, in addition to the amount specified in 15.4 B above, the County shall contribute the additional monthly dollar contributions as specified below, which is a reduction in the County's contribution provided in 15.4 D 1 above.

	Additional County Contribution
	June 1, 2010- May 31, 2011 (Year 2)
County Health Value Plus Plan - CHVPP (#2) Non-Medicare Retirees	

Retiree	\$58.48
Retiree & 1 Dep under 65	\$404.64
Retiree & 2+ Deps under 65	\$684.70
Retiree & 1 Dep w/Medicare	\$239.02
Retiree & 2+ Deps 1 w/Medicare	\$519.08
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$239.02
Retiree & 1 Dep both w/Medicare	\$85.70
Retiree & 1 Dep w/Medicare, 1 w/out Medicare	\$353.45
Retiree & 2+ Deps w/out Medicare	\$519.08
County Health Value Plan - CHVP (#3)	
Non-Medicare Retirees	
Retiree	\$18.33
Retiree & 1 Dep under 65	\$325.74
Retiree & 2+ Deps under 65	\$574.44
Retiree & 1 Dep w/Medicare	\$178.67
Retiree & 2+ Deps. 1 w/Medicare	\$427.36
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$178.67
Retiree & 1 Dep both w/Medicare	\$42.52
Retiree & 1 Dep w/Medicare, 1 w/out Medicare	\$280.29
Retiree & 2+ Deps w/out Medicare	\$427.36
PacifiCare (Under 65)	
Non-Medicare Retirees	
Retiree	\$1.41
Retiree & 1 Dep under 65	\$302.81
Retiree & 2+ Deps under 65	\$513.81
Retiree & 1 Dep w/Medicare*	\$165.88
Retiree & 2+ Deps, 1 w/Medicare*	\$376.87
Secure Horizons (PacifiCare over 65)	
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$165.88
Retiree & 1 Dep both w/Medicare	\$30.36
Retiree & 2+ Deps w/out Medicare	\$376.87
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$239.92
Kaiser Permanente (California)	
Non-Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep under 65	\$124.75
Retiree & 2+ Deps under 65	\$301.02
Retiree & 1 Dep w/Medicare*	\$77.56
Retiree & 2+ Deps, 1 w/Medicare*	\$253.82
Kaiser Senior Advantage (over 65)	
Medicare Retirees	
Retiree	\$0.00

Retiree & 1 Dep w/out Medicare	\$77.56
Retiree & 1 Dep both w/Medicare	\$30.36
Retiree & 2+ Deps w/out Medicare	\$253.82
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$206.63
Medicare Retirees (Grandfathered Cost Plan Members Only)	
Retiree	\$28.57
Retiree & 1 Dep w/out Medicare	\$240.95
Retiree & 1 Dep both w/Medicare	\$357.14
Retiree & 2+ Deps w/out Medicare	\$417.22
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$533.42

* This rate assumes dependent with Medicare is enrolled under the Senior Plan
Out of State Kaiser rates differ slightly (Hawaii and Oregon/Washington)

- Effective for the period of June 1, 2011 to May 31, 2012 only, in addition to the amount specified in 15.4 B above, the County shall contribute the additional monthly dollar contributions as specified below, which is a reduction in the County's contribution provided in 15.4 D 2 above.

	Additional County Contribution
	June 1, 2011- May 31, 2012 (Year 3)
County Health Value Plus Plan - CHVPP (#2)	
Non-Medicare Retirees	
Retiree	\$38.98
Retiree & 1 Dep under 65	\$269.76
Retiree & 2+ Deps under 65	\$456.46
Retiree & 1 Dep w/Medicare	\$159.35
Retiree & 2+ Deps 1 w/Medicare	\$346.05
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$159.35
Retiree & 1 Dep both w/Medicare	\$57.14
Retiree & 1 Dep w/Medicare, 1 w/out Medicare	\$235.64
Retiree & 2+ Deps w/out Medicare	\$346.05
County Health Value Plan - CHVP (#3)	
Non-Medicare Retirees	
Retiree	\$12.22
Retiree & 1 Dep under 65	\$217.16
Retiree & 2+ Deps under 65	\$382.96
Retiree & 1 Dep w/Medicare	\$119.11
Retiree & 2+ Deps. 1 w/Medicare	\$284.91
Medicare Retirees	

Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$119.11
Retiree & 1 Dep both w/Medicare	\$28.34
Retiree & 1 Dep w/Medicare, 1 w/out Medicare	\$186.86
Retiree & 2+ Deps w/out Medicare	\$284.91
PacifiCare (Under 65)	
Non-Medicare Retirees	
Retiree	\$0.94
Retiree & 1 Dep under 65	\$201.88
Retiree & 2+ Deps under 65	\$342.54
Retiree & 1 Dep w/Medicare*	\$110.58
Retiree & 2+ Deps, 1 w/Medicare*	\$251.24
Secure Horizons (PacifiCare over 65)	
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$110.58
Retiree & 1 Dep both w/Medicare	\$20.24
Retiree & 2+ Deps w/out Medicare	\$251.24
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$159.95
Kaiser Permanente (California)	
Non-Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep under 65	\$83.16
Retiree & 2+ Deps under 65	\$200.68
Retiree & 1 Dep w/Medicare*	\$51.70
Retiree & 2+ Deps, 1 w/Medicare*	\$169.22
Kaiser Senior Advantage (over 65)	
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$51.70
Retiree & 1 Dep both w/Medicare	\$20.24
Retiree & 2+ Deps w/out Medicare	\$169.22
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$137.75
Medicare Retirees (Grandfathered Cost Plan Members Only)	
Retiree	\$19.05
Retiree & 1 Dep w/out Medicare	\$160.63
Retiree & 1 Dep both w/Medicare	\$238.10
Retiree & 2+ Deps w/out Medicare	\$278.14
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$355.61

* This rate assumes dependent with Medicare is enrolled under the Senior Plan
Out of State Kaiser rates differ slightly (Hawaii and Oregon/Washington)

Effective for the period of June 1, 2012 to May 31, 2013 only, in addition to the amount specified in 15.4 B above, the County shall contribute the additional monthly dollar

contributions as specified below, which is a reduction in the County's contribution provided in 15.4 D 3 above.

	Additional County Contribution
	June 1, 2012- May 31, 2013 (Year 4)
County Health Value Plus Plan - CHVPP (#2)	
Non-Medicare Retirees	
Retiree	\$19.49
Retiree & 1 Dep under 65	\$134.88
Retiree & 2+ Deps under 65	\$228.23
Retiree & 1 Dep w/Medicare	\$79.67
Retiree & 2+ Deps 1 w/Medicare	\$173.03
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$79.67
Retiree & 1 Dep both w/Medicare	\$28.57
Retiree & 1 Dep w/Medicare, 1 w/out Medicare	\$117.82
Retiree & 2+ Deps w/out Medicare	\$173.03
County Health Value Plan - CHVP (#3)	
Non-Medicare Retirees	
Retiree	\$6.11
Retiree & 1 Dep under 65	\$108.58
Retiree & 2+ Deps under 65	\$191.48
Retiree & 1 Dep w/Medicare	\$59.56
Retiree & 2+ Deps. 1 w/Medicare	\$142.45
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$59.56
Retiree & 1 Dep both w/Medicare	\$14.17
Retiree & 1 Dep w/Medicare, 1 w/out Medicare	\$93.43
Retiree & 2+ Deps w/out Medicare	\$142.45
PacifiCare (Under 65)	
Non-Medicare Retirees	
Retiree	\$0.47
Retiree & 1 Dep under 65	\$100.94
Retiree & 2+ Deps under 65	\$171.27
Retiree & 1 Dep w/Medicare*	\$55.29
Retiree & 2+ Deps, 1 w/Medicare*	\$125.62
Secure Horizons (PacifiCare over 65)	
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$55.29
Retiree & 1 Dep both w/Medicare	\$10.12
Retiree & 2+ Deps w/out Medicare	\$125.62
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$79.97
Kaiser Permanente (California)	

Non-Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep under 65	\$41.58
Retiree & 2+ Deps under 65	\$100.34
Retiree & 1 Dep w/Medicare*	\$25.85
Retiree & 2+ Deps, 1 w/Medicare*	\$84.61
Kaiser Senior Advantage (over 65)	
Medicare Retirees	
Retiree	\$0.00
Retiree & 1 Dep w/out Medicare	\$25.85
Retiree & 1 Dep both w/Medicare	\$10.12
Retiree & 2+ Deps w/out Medicare	\$84.61
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$68.88
Medicare Retirees (Grandfathered Cost Plan Members Only)	
Retiree	\$9.52
Retiree & 1 Dep w/out Medicare	\$80.32
Retiree & 1 Dep both w/Medicare	\$119.05
Retiree & 2+ Deps w/out Medicare	\$139.07
Retiree & 1 Dep w/Medicare, 1+ Dep(s) w/out Medicare	\$177.81

* This rate assumes dependent with Medicare is enrolled under the Senior Plan.
Out of State Kaiser rates differ slightly (Hawaii and Oregon/Washington)

5. Effective June 1, 2013 15.4 D shall become inoperative and obsolete.

15.5 Medicare Part B Reimbursement

The County's reimbursement of the retiree's Medicare Part B premium will continue for those hired before January 1, 2009. Effective January 1, 2009, the amount will be frozen at the 2008 rate of \$96.40. This reimbursement is in addition to the County's contribution for the retiree's medical plan premium as described above.

15.6 County Contribution toward Retiree Medical Plans - Employees Hired On or After January 1, 2009 - Effective January 1, 2009 (Amended 7/12/11)

For employees hired on or after January 1, 2009, the County shall contribute to a Defined Contribution retiree medical benefit plan for each eligible employee in the form of a deposit into Health Reimbursement Arrangement (HRA) account, as described below. Any eligible retiree and eligible dependent(s), as defined below, may enroll in a County offered medical plan, but the retiree is responsible for all costs (including County offered retiree medical plan and Medicare Part B premiums).

A. Eligibility

- 1) An employee must have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the eligibility period described below.

- 2) Regular full-time employees and part-time employees in an allocated position of .5 full-time equivalent or greater, hired on or after January 1, 2009 are eligible to receive a County HRA contribution, if they have completed two (2) full years of consecutive Sonoma County regular service (excluding overtime) in pay status.
- 3) If an employee separates employment before meeting the eligibility requirement, the employee shall receive no benefit.
- 4) Laid-Off & Restored Employees. Employees who were employed by the County on or after January 1, 2009, but who were laid off thereafter shall be eligible for the benefits described in this Article 15.6 provided that they are subsequently restored to County employment, pursuant to Civil Service Rule 11.4, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this section. The break in service caused by the layoff shall be bridged upon restoration such that, although no service time is earned during the break, consecutive service is restored for eligibility for this benefit.

B. County Contribution.

1) Initial County Contribution:

- a. On the first pay date following completion of the eligibility requirements, regular full-time employees shall receive a lump sum contribution of \$2,400 deposited into an HRA account established in their name.
- b. The lump sum contribution amount for regular part-time employees shall be pro-rated based on their allocated position only (e.g., a regular employee in a 0.5 full-time equivalent allocated position will receive a lump sum contribution of \$1,200 deposited into their HRA account).

2) Regular County Contribution:

After the initial contribution (defined above) is made, the County shall contribute \$.58 per pay status hour, not including overtime, for each eligible employee. For a full time employee, this equates to approximately \$100 per month or \$1,200 per year, after the initial eligibility period is met.

3) Access to Account Balance:

- a. Participants may access the balance in their HRA account at age 50 or upon retirement from the Sonoma County Retirement System, whichever is earlier.
- b. Participants may defer accessing the account balance to any time beyond the earliest date described in (a).
- c. Amounts that remain in the account balance are available to reimburse the participant for the same permitted medical expenses for the spouse and any other dependent covered under the retiree medical plan, however, federal regulations do not permit the inclusion of expenses for domestic partners.

4) Survivors of eligible retirees with account balances:

- a. Spouses and eligible dependent children or dependent adults that are disabled may continue to access account balances after the death of the retiree.
 - b. Domestic partners are not permitted access to the account balances of the participant by virtue of restriction in the federal regulations that govern these types of accounts
- 5) Forfeiture of account balance:
- a. If an active employee dies prior to retirement, the amount of account balance is available to participating spouses and dependents to reimburse them for medical expenses permitted under the relevant section of the Internal Revenue code.
 - b. Account balances in part or in total for active participants or retirees without any eligible spouse or dependent or unused account balances after the death of the last eligible spouse or dependent will be forfeited and returned to all other active and retired participants in the form of a dividend allocated in direct proportion to the amount to be distributed divided by the total account balance for all participants applied to each individual account balance. These distributions will occur within 120 days after the annual certified audit of the plan is submitted to the administrator and the County.

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

15.7 Surviving Dependent – County Contribution through May 31, 2009 for Employees Hired Before January 1, 2009

Upon the death of a retiree enrolled in a County offered retiree medical plan, the County will continue to pay the County's contribution toward the medical plan premium costs for one eligible surviving dependent who is already receiving the County contribution for their medical insurance.

One eligible surviving dependent will be allowed to continue their coverage under the same circumstances and with the same County contribution as if the retiree had survived. To be eligible, a surviving dependent must meet each of the following criteria:

1. Have been eligible to receive a contribution toward a County offered retiree medical plan under Sections 15.2, 15.3, prior to the death of the retiree, and
2. Either be enrolled or have waived coverage at the time of the retiree's death.

Any additional surviving eligible dependent(s) enrolled under the retiree's medical plan at the time of the retiree's death, may continue participation in the County offered medical plan but remain responsible for all premium costs in excess of the County's contribution.

15.8 Surviving Dependent – County Contribution beginning June 1, 2009 for Employees Hired Before January 1, 2009

Upon the death of a retiree enrolled in a County offered retiree medical plan, the County will continue to pay the County's contribution toward the medical plan premium costs in the same manner as if the retiree had survived.

An eligible surviving dependent will be allowed to continue their coverage under the same circumstances and with the same County contribution as if the retiree had survived. To be eligible, a surviving dependent must meet each of the following criteria:

1. Have been an eligible dependent of a retiree who was eligible to receive a contribution toward a County offered retiree medical plan under Sections 16.4. prior to the death of the retiree, and
2. Either be enrolled or have waived coverage at the time of the retiree's death.

Any additional surviving eligible dependent(s) enrolled under the retiree's medical plan at the time of the retiree's death, may continue participation in the County offered medical plan but remain responsible for all premium costs in excess of the County contribution.

15.9 Surviving Dependent – County Contribution for Employees Hired On or After January 1, 2009

Upon the death of a retiree enrolled in the Defined Contribution retiree medical benefit plan (as defined in Section 15.6), an eligible surviving dependent may continue participation in the County offered medical plan but remains responsible for all costs (including premiums).

To be eligible, a surviving dependent must either be enrolled or have a waiver on file with the County, at the time of the retiree's death.

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

15.10 Dental and Vision Benefits for Elected Department Head Retirees

Effective for those retiring on/after December 10, 2002, an elected Department Head who has served a minimum of (8) years of Sonoma County service shall be eligible for dental and vision benefits for the retiree and any eligible dependents under the same circumstances and upon the same conditions that apply to his/her eligibility to receive medical benefits in effect just prior to retirement, and after a service retirement from their respective office, except that having met the eligibility requirement as stated and if the member's term of office involuntarily ceases prior to the earliest date of eligibility for retirement the elected department head may defer election to receive such benefits until the first day of eligibility to receive a benefit from the Sonoma County Retirement System.

SECTION 16 - MEALS AND LODGING

16.1 Probation and Sheriff's Departments

Employees of the Probation Department and the Sheriff's Department may, at the direction of the appropriate appointing authority, receive lodging and/or meals at County expense while on duty at any of the detention facilities.

16.2 Emergency

An appointing authority may arrange for meals to be provided at County expense to employees who are required to be kept on duty for prolonged periods of time or for emergency situations.

16.3 Sonoma County Fairgrounds

The appointing authority may prescribe that the duties of employees of the Sonoma County Fairgrounds include work with special events held at the Fairgrounds and periodic inspection of

the Fairgrounds during the day and night. Such employees who are assigned and regularly perform such duties, may be provided by the appointing authority, to the extent that such facilities are available, temporary quarters at the Fairgrounds for the occupancy of themselves and their immediate families.

16.4 Excluded from Rate of Pay

The cost of this meal and lodging benefit shall not be added to the employee's base hourly rate in computing the employee's regular rate of pay so long as similar employees in represented positions have had this benefit excluded from their regular rate of pay under the terms of a bona fide Memorandum of Understanding.

SECTION 17 - SABBATICAL LEAVE

17.1 Requirements

An appointing authority, within his/her sole discretion, may allow an Unrepresented Administrative Management employee a sabbatical leave from the employee's position with the County for a period not to exceed six (6) calendar months. Prior to commencing the leave, the employee must have served the equivalent of seven (7) years of full-time service in pay status in a position or positions designated by the County as Administrative Management. Each subsequent sabbatical leave shall require the equivalent of an additional seven (7) years of similar service. Any unpaid absence from work which lasted longer than two (2) full pay periods shall not be counted in the qualifying period.

17.2 Approval

An Unrepresented Administrative Management employee must apply for the sabbatical leave in writing to the employee's appointing authority who shall respond to the request in writing by either approving or disapproving the leave. The decision of the appointing authority is final, non-appealable, and non-grievable under any County policy, resolution or rule.

17.3 Continuation of Benefits

During the sabbatical leave and notwithstanding any other section of this Resolution, the employee shall not receive any regular salary or pay; however, the County shall continue to make its normal contributions for the employee's and their eligible dependents' health, dental, vision care, life, long-term disability benefits, and any other such health and welfare benefits as may be granted Unrepresented Administrative Management employees in the future, as were paid at the commencement of the leave. The employee shall make appropriate payments acceptable to the Auditor-Controller-Treasurer-Tax Collector in order to continue coverage during the period of the sabbatical leave.

17.4 Elected County Officials

Elected County officials are not eligible to apply for, nor take, a sabbatical leave under this Section.

SECTION 18 - OTHER COMPENSATION

(Amended 3/19/13)

18.1 Fees

County officers and employees who may collect fees and/or other monies on behalf of the County may retain such fees only when specifically authorized by this Resolution or other resolution of the Board of Supervisors.

18.2 Hourly Cash Allowance

(Amended 9/16/08)

The County shall pay each permanent full- and part-time employee, in addition to their hourly regular earning rate from the salary schedule, a cash allowance of three dollars and forty five cents (\$3.45) per pay status hour that the employee is in paid status excluding overtime, up to a maximum of eighty (80) hours in a pay period (or approximately a maximum of six hundred dollars (\$600.00) per month). Such hourly cash allowance is compensation for services rendered in that pay period and shall be taken into account for purposes of computing employees' final compensation for pension purposes, as well as all usual taxation as their regular earning rate from the salary schedule. It shall not be included on the salary schedule and shall not be impacted by future increases in the salary schedule. It is not intended as a supplement toward medical, dental, or any other insurance or benefit.

18.3 One-time, Lump-Sum, Non-Recurring And Non-Pensionable Payments

(Amended 3/15/16, 6/14/16)

18.3.1 Each regular, full-time, active employee in Unrepresented Confidential and Unrepresented units in paid status as of March 14, 2016, shall receive a one-time, lump sum, non-recurring, and non-pensionable payment in the amount of six hundred twenty dollars (\$620).

The above amount shall be prorated for eligible part-time employees in accordance with Section 14.2.6 of the Salary Resolution.

The one-time payment will be subject to all applicable federal, state and local tax withholdings. The payments will not be included in wages for computations of overtime, pension, and benefits or for any other purpose.

18.3.2 a. Each regular, full-time, active employee in the Administrative Management and Department Head units in paid status as of March 14, 2016 shall receive a one-time, lump sum, non-recurring, non-pensionable payment in the amount of one thousand five hundred fifty-three dollars (\$1553).

The above amount shall be prorated for eligible part time employees in accordance with Section 14.2.6 of the MOU.

The one-time payment will be subject to all applicable federal, state and local tax withholdings. The payments will not be included in wages for computations of overtime, pension, and benefits or for any other purpose.

b. Each regular, full-time, active employee in the Administrative Management and Department Head units shall receive a one-time, lump sum, non-recurring, non-pensionable payment in the amount of thirteen thousand five hundred eighty dollars (\$13,580) to be paid in two equal installments to those Administrative Management and Department Head employees in active status as of the last day of the pay period and prorated based on allocated FTE.

Installment One: \$6,790 pay period beginning July 5, 2016 (must be in active status as of July 18, 2016 to receive installment 1)

Installment Two: \$6,790 pay period beginning July 4, 2017 (must be in active status as of July 17, 2017 to receive installment 2)

The one-time payment will be subject to all applicable federal, state and local tax withholdings. The payment will not be included in wages for computations of overtime, pension, and benefits or for any other purpose.

SECTION 19- HOURS OF WORK (Amended 3/19/13)

19.1 Hours of Work – Purpose of this Section

Section 19 is intended only as a basis for outlining standards for hours of work, work schedules and a basis for calculating overtime payment.

19.2 Types of Employment

- a. Full-Time: Allocated positions which are regularly scheduled to work eighty (80) hours in a bi-weekly pay period.
- b. Part-Time: An allocated position which is regularly scheduled to work less than eighty (80) hours in a bi-weekly pay period.
- c. Extra-Help: A non-allocated assignment of duties which is defined in the Civil Service Rules.

19.3 Work Schedules – Flex-Time And Alternative

The County Work Schedules include 5.8, 4/10 and 9/8/1 and flex-time. The appointing authority shall establish and modify work schedules for all employees.

19.3.1 Schedule - Flex-Time Schedule

A Flex-Time work schedule is a non-regular work schedule with or without a consistent pattern as to the number of work hours per day or week, but an arrangement whereby the employee is obliged to perform work and be responsible for flexing the hours of his/her own work schedule in accordance with a written agreement between the employee and the appointing authority.

Employees may request and department heads may utilize flex-time schedules whenever such schedules will be beneficial to the County and will not incur overtime beyond the County's usual and customary overtime needs under the employee's regular work schedule. An employee and the

County must agree to and complete a written agreement specifying the work week, scheduled days of the week, and hours to be regularly worked for the flex-time assignment.

The appointing authority may assign an employee to a flex-time schedule; if so assigned, an exempt Unrepresented employee or an exempt Unrepresented Confidential employee will be eligible for overtime only when the hours worked exceed eighty (80) hours in a pay period.

Non-exempt employees assigned to a flex-time schedule will be eligible for compensation for overtime when required by law or when the employee's pay status hours exceed forty (40) in the employee's regular seven (7) day work period. The appointing authority may discontinue the flex-time schedule and reassign an employee to a normal daily work schedule.

If an Unrepresented Confidential or Unrepresented employee requests in writing a change in schedule for the employee's own convenience and the appointing authority grants the request, the employee shall waive overtime as long as the total number of hours does not exceed eighty (80) in any one pay period. Statutory overtime cannot be waived.

Employees in Unrepresented Administrative Management positions shall work any and all hours necessary in the performance of their assigned duties, without overtime and without regard to fixed work schedules.

19.3.2 Schedule - Alternative Work Schedules

An Alternative Work Schedule is a regular fixed schedule that is other than the standard 5/8 schedule (eight hours per day, five days per week). Examples include a 4/10 schedule (ten hours per day, four days per week) or a 9/8/1 schedule (eight, nine hour days and one eight hour day with one day off in a biweekly pay period). Such alternatives are offered to allow workable schedules for employer and employee and must not create overtime as required under any sections of this Resolution, or as required by law.

Employees may request and department heads may utilize alternative work schedules whenever such schedules will be beneficial to the County and will not incur overtime beyond the County's usual and customary overtime needs under the employee's regular work schedule. An employee and the County must agree to and complete a written agreement specifying the work week scheduled days of the week, and hours to be regularly worked for the alternative work schedule. Non-exempt employees assigned to an alternative work schedule will be eligible for overtime compensation when the employee performs any authorized work in excess of forty (40) hours in a work week. The County reserves the right to discontinue the alternative work schedule and reassign an employee to a normal daily work schedule based on the operation needs of the department.

19.4 Schedule – Notice Required for Change in Work

A. Except in cases where emergency operations require, a notice of a change in work schedule arising from other than transfer or promotion, notice shall be given to the affected Unrepresented Confidential or Unrepresented employee not less than seven (7) calendar days prior to the effective date of the change.

B. If the County fails to give the seven (7) day notice to a full-time employee, the County shall pay the affected employee compensation equaling one and one-half (1-1/2) times the employee's base hourly rate for all hours actually worked on the new regular work schedule until seven (7) calendar days notice is given. However, for each such hour worked that constitutes statutory overtime as defined in Section 20.3, compensation shall be based on the FLSA defined regular rate of pay.

C. If any full-time employee other than Unrepresented Administrative Management has been given seven (7) calendar days advance notice of a shift change and the shift change results in the employee doubling back to work the new shift after leaving the work site, all hours worked on the new shift within the employee's same work day as the former shift will be paid at the employee's base hourly rate, not at overtime, except as otherwise required by law.

D. Part-Time employees shall not be paid at one-and-one-half (1-1/2) for changes in schedule unless it results in overtime due and payable under Sections 20.1, 20.2, or 20.3 of this Resolution.

19.5 Schedule – Employee Request for Change in Work

An employee may submit to the County a written request for a schedule change. The County shall not approve an employee's request for a schedule change if the schedule would result in overtime being built into the schedule.

19.6 Schedule – Voluntary Exchanges of Work

Voluntary schedule exchanges shall comply with department policy, shall be within the same or related work unit, and shall involve employees with comparable ability in a comparable classification. Each employee involved in an exchange shall notify the employee's supervisor. Employees who voluntarily exchanges schedules shall not be paid for overtime resulting from this voluntary schedule change.

19.7 Rest Periods

The County shall grant rest breaks to Unrepresented and Unrepresented Confidential employees, except where unusual operational demands prevent a rest break. Rest breaks will not be unreasonably or consistently denied. Rest periods shall not exceed fifteen (15) minutes in any four (4) consecutive hours of work and shall be considered as time worked.

19.8 Meal Period -Duty-Free

Employees shall be granted a duty-free meal period during each work shift which exceeds six (6) consecutive hours. The duration of the meal period may be not less than thirty (30) minutes nor greater than sixty (60) minutes and will be scheduled as near to the middle of the work shift as reasonably possible.

Different meal periods may be assigned to different work units in the same County department or division. Duty-free meal periods shall not be considered as time worked.

19.9 Meal Period - Non-Duty-Free

In those special circumstances where the County determines a duty-free meal period is not appropriate with the delivery of efficient and productive services to the public, as determined by

the appointing authority, the employee shall be assigned to a non duty-free meal period which shall be considered time worked. If the County plans to take action under this subsection, the department shall give the affected employee(s) advance written notice and provide an opportunity for the affected employee(s) to discuss the issue with the County before final action is taken.

SECTION 20- OVERTIME AND COMPENSATORY TIME

(Amended 3/19/13)

20.1 Overtime – FLSA

Fair Labor Standards Act (FLSA) Overtime shall be defined as hours actually worked in excess of forty (40) hours in a workweek. For the purpose of calculating overtime hours under this section, the County shall not include any paid time off (for example, sick leave, vacation, and holidays.) Applying FLSA legal standards, the County shall compensate an employee for overtime at the rate of one and one-half (1.5) times the employee's base hourly rate of pay.

If an employee's regular workday extends beyond 12 hours, the County shall pay the employee double time for the hours worked beyond 12 hours. Overtime for the non-exempt employee is divided into statutory overtime and non-statutory overtime. Statutory overtime is all overtime required by the Fair Labor Standards Act. For the regular non-exempt employee it is defined as all hours worked in excess of forty (40) hours in a regular seven (7) day work period; or, for employees with a 7(j) exemption, it is all hours worked in excess of eight (8) in a regular work day or all hours worked in excess of eighty (80) in a regular fourteen (14) day work period. For law enforcement employees with a 7(k) exemption, it is all hours worked in excess of eighty-six (86) in a regular fourteen (14) day work period. For fire-fighting employees with a 7(k) exemption, it is all hours worked in excess of two hundred and twelve (212) in a regular twenty-eight (28) day work period.

20.2 Overtime – FLSA Overtime Not Cumulative

FLSA Overtime shall not be compounded, pyramided or cumulative. The County shall not pay an employee for compounded, pyramided, or cumulative overtime compensation even though more than one of the conditions or eligibility standards described this Section may apply to a particular unit of time.

20.3 Overtime -Non-Statutory - Non-Exempt Employee

Non-statutory overtime for non-exempt employees is defined as hours in pay status in excess of forty (40) hours in a seven (7) day work period or eighty (80) hours in a fourteen (14) day work period; or hours in pay status in excess of the normal full-time daily work schedule established by the County (in excess of eight (8) hours for the 5/8 schedule, nine (9) hours for the 9/8/1 schedule, or ten (10) hours for the 4/10 schedule and other full-time daily work schedules that may be prescribed by the County); or any other circumstance except Section 20.1 (Overtime – FLSA) where overtime pay is provided for non-exempt employees elsewhere in this Resolution. Overtime is also defined as hours actually worked on the seventh (7th) consecutive full (8, 9 or 10 hour) day and any consecutive full (8, 9 or 10 hour) days worked thereafter; however, individual employees may waive such overtime.

20.4 Overtime -Non-Statutory - Exempt Employees

Non-statutory overtime for exempt employees is defined as hours in pay status in excess of eighty (80) hours in a pay period; or hours in pay status in excess of the normal full-time daily work schedule established by the County on a regular work day (in excess of eight (8) hours for the 5/8 schedule, nine (9) hours for the 9/8/1 schedule, ten (10) hours for the 4/10 schedule and other full-time daily work schedules that may be prescribed by the appointing authority); or any other circumstance where overtime pay is provided for exempt employees elsewhere in this Resolution. Overtime is also defined as hours actually worked on the seventh (7th) consecutive full (8, 9 or 10 hour) day and any consecutive full (8, 9 or 10 hour) days worked thereafter; however, individual employees may waive such overtime.

20.5 Overtime –Assignment of

A. An appointing authority may require and authorize an employee to work overtime if such overtime is essential to the continuing efficient operation of the department in which the employee works.

B. No employee other than an Unrepresented Administrative Management employee shall work overtime unless authorized by the employee's appointing authority.

C. Except in an emergency, no employee other than an Unrepresented Administrative Management employee shall be required to work in excess of sixteen (16) hours in any 24-hour period.

20.6 Overtime - Earned

Except as described within sections 20.14 (Overtime In a Board-Designated Emergency) and 20.15 (Overtime for Exempt Emergency Services Managers), all overtime shall be earned at the rate of one and one-half (1-1/2) hours for each one (1) overtime hour worked through the twelfth (12th) consecutive hour, and after the twelfth (12th) consecutive hour, overtime shall be earned at the rate of two (2) hours for each one (1) overtime hour worked. Overtime compensation for non-exempt employees will be payable with compensation for the pay period in which the regular work weekends or later as permissible by law.

20.7 Overtime - Compensation for Exempt Employees

Exempt employees shall be compensated for accrued overtime either in cash at the employee's base hourly rate or as compensatory time off.

20.8 Overtime - Compensation for Non-Exempt Employees

Non-exempt employees shall be compensated for overtime earned either in cash or as compensatory time off. Statutory overtime shall be compensated in accordance with law utilizing all permissive credits. Non-statutory overtime earned shall be compensated either in cash at the employee's base hourly rate or as compensatory time off.

20.9 Compensatory Time Off (CTO) - Employee Choice

(Amended 10/21/14)

The employee assigned to overtime and eligible for compensatory time off (CTO) shall make an irrevocable choice each time such overtime is worked whether to be compensated in cash at the

base hourly rate or in compensatory time off until a maximum of forty (40) hours of compensatory time have been accrued.

20.10 Compensatory Time Off (CTO) - County Choice

The appointing authority in each County department has the right to specify how an employee will be compensated for eligible overtime after forty (40) hours of compensatory time have been accumulated and until a maximum of eighty (80) hours of compensatory time have been accumulated. Once compensatory time hours in excess of forty (40) are accrued the appointing authority will not require the employee to cash them out. At no time, other than separation, shall an employee voluntarily or involuntarily "cash out" compensatory time that has been accrued.

20.11 Compensatory Time Off (CTO) - Cash Pay Only

When eighty (80) hours of compensatory time are accumulated, the department will compensate the employee in cash at the base hourly rate for any additional overtime worked.

20.12 Compensatory Time Off (CTO) -Authorization for Use

No employee shall take compensatory time off without prior approval of the employee's appointing authority. The appointing authority shall attempt to schedule such time off at the time agreeable to the employee.

20.13 Compensatory Time Off - Payment at Separation

Each employee who is separated from County service shall be entitled to payment for accrued compensatory time at the employee's base hourly rate at the time of the employee's separation or as otherwise required by law.

20.14 Overtime In a Board-Designated Emergency

Unrepresented Administrative Management employees shall be eligible for straight-time overtime when working beyond forty (40) hours in a week due to a Board of Supervisors' declared emergency. Such straight-time overtime may be paid in cash upon authorization of the Board of Supervisors. Under no circumstances, except for Emergency Services as detailed in Section 20.15, shall an employee designated as Unrepresented Administrative Management be paid or be compensated in any manner for overtime except under such conditions as may be set forth by the Board of Supervisors.

20.15 Overtime for Exempt Emergency Services Managers

The Emergency Services Manager exempt classifications listed below will be eligible for straight-time overtime for qualifying mutual aid events in excess of twelve (12) hours only if the County is entitled to reimbursement for that employee's time from a third party. Such overtime will be paid at the Department Head's discretion only after the County has received either advance approval for the reimbursement, or the reimbursement itself.

Overtime For Exempt Emergency Services Managers

Job Class No.	Job Class Title
0780	Emergency Services Coordinator
0784	Emergency Services Information Officer

0786	Emergency Services Operation Officer
4518	Fire Marshall
4516	Fire Services Officer

SECTION 21 – HOLIDAYS

(Amended 3/19/13)

21.1 Holidays – Paid

(Amended 3/19/13)

The County shall provide full-time and part-time County employees the following paid holidays provide that the employee is in paid status on the employee's regularly scheduled workdays before and after the paid holiday. For full-time employees, this holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the holiday falls.

Paid Holidays are as follows:

- (1) New Year’s Day, January 1st*
- (2) Martin Luther King’s Birthday, third Monday in January
- (3) Lincoln's Birthday, February 12th*
- (4) Presidents' Day, the third Monday in February
- (5) Memorial Day, the last Monday in May
- (6) Independence Day, July 4th*
- (7) Labor Day, the first Monday in September
- (8) Veteran's Day, November 11th*
- (9) Thanksgiving Day, as designated by the President
- (10) The day following Thanksgiving Day
- (11) Christmas Day, December 25th*
- (12) Each day appointed by the Governor of the State of California and formally recognized by the Board of Supervisors of the County of Sonoma as a day of mourning, Thanksgiving or special observance.

**Date Specific Holidays*

21.2 Elimination of Floating Holidays and Eve Holiday Hours

Hours accrued prior to the elimination of floating holiday hours and eve holiday hours will remain in the Compensatory Bank. Such compensatory time may be taken as time off on a day mutually agreeable to the employee and the County and may not be cashed out.

21.3 Holidays - Day Observed

If a date specific holiday listed in Section 21.1 falls on a Saturday, the preceding Friday shall be the County observed holiday in lieu of the day observed. If a date specific holiday listed in Section 21.1 falls on a Sunday, the following Monday shall be the County observed holiday.

21.4 Holidays - Compensation For

(Amended 5/20/14)

For the purpose of this Section (21.4), holiday pay is defined as eight (8) hours of pay at the employee's base hourly rate, excluding overtime, shift differential, premium pays or any other pays except as otherwise provided by this Resolution.

- A. An employee regularly scheduled to work on either the actual date of a paid holiday or the date on which the holiday is observed is entitled to receive holiday pay. An employee who is regularly scheduled to work both the actual date of the paid holiday and the date on which the holiday is observed is only entitled to receive one (1) day of holiday pay.
- B. Excepting an Unrepresented Administrative Management employee, an employee who is required to work on a paid holiday shall receive overtime for the time actually worked. Any full-time employee whose regularly scheduled day off falls on a holiday shall observe the holiday (and not work) on one or more of the employee's regularly scheduled work days during the same pay period as the County observed holiday, or during the pay period immediately preceding or following the same pay period as the County observed holiday. This holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the holiday falls. Unrepresented Management employees who must occupy a fixed post position that requires staffing 24-hours a day, seven days a week, 365 days per year, shall elect to receive a maximum of eight (8) hours of holiday compensatory time or eight (8) hours of paid holiday for hours actually worked on an assigned holiday as provided in Section 21.1 (Holidays – Paid). In order to receive this benefit, the affected employee must work an entire shift.
- C. Any part-time employee shall, for each holiday in the pay period, receive holiday pay equivalent to one-tenth (1/10) of an hour regularly scheduled to be worked based on the employee's ongoing work schedule. If the employee's total hours in pay status (excluding the holiday benefit) exceeds the hours regularly scheduled to be worked, the employee shall receive holiday pay equivalent to one-tenth (1/10) of an hour for each hour in pay status (excluding the holiday benefit). This holiday pay shall not exceed eight (8) hours for each holiday nor be less than three and two-tenths (3.2) hours for each holiday in the pay period.
- D. Extra-Help employees are not covered by Section 21 except for provisions of Section 21.4(c), above.

SECTION 22 – VACATION

(Amended 12/15/09, 3/19/13, 6/14/16)

22.1 Vacation - Maximum Accumulation

Each employee designated as Unrepresented Confidential and Unrepresented, other than extra-help employees as defined in the Civil Service Rules, shall accrue and may use vacation leave with full pay providing that the maximum accumulation shall be no more than two hundred eighty (280) hours. Each employee designated as Unrepresented Administrative Management shall accrue vacation at the rate specified in the table in Section 22.3, and the maximum accruals are as specified in the same table.

22.2 Vacation - Part-Time Employees

Part-time employees shall accrue vacation leave on a pro-rata basis; usage and accrual shall be governed by the same rules and regulations applicable to full-time employees.

22.3 Vacation - Accrual Rates

(Amended 12/15/09, 3/19/13, 6/14/16)

Effective the pay period beginning July 5, 2016, each employee who has completed the following in-service hours shall accrue vacation at the appropriate rate shown below. In-service hours include all hours in pay status up to a maximum of eighty (80) hours in a pay period. In lieu of overtime, during each year Unrepresented Administrative Management employees and Department Heads have seven and one half (7 ½) days (60 hours) of Administrative Leave added to their vacation accrual. Elected Department Heads shall accrue seventy-seven (77) hours of Administrative Leave. The equivalent days and the maximum accumulation columns below for Appointed Department Heads and Administrative Management employees include both vacation and administrative leave. Rates shown below will be adjusted to reflect any unpaid time in each pay period. The accrual rates and maximum accumulated hours are shown in the chart below:

VACATION ACCRUAL RATES UNREPRESENTED CONFIDENTIAL & UNREPRESENTED EMPLOYEES			
Years Comp Full-Time Service	No. of Comp In-Service Hours	Vacation Accrual per 80 In-Service Hours	Maximum Accumulation
0 - 5	0 - 10,434	4.94	280
5 - 10	10,435 - 20,870	5.25	280
10 - 15	20,871 - 31,305	6.48	280
15 - 20	31,306 - 41,741	7.09	280
20 - 25	41,742 - 52,177	7.70	280
More than 25	52,178 or more	8.01	280

VACATION ACCRUAL RATES UNREPRESENTED ADMINISTRATIVE MANAGEMENT				
Years Comp Full-Time Service	No. of Comp In-Service Hours	Vacation Accrual Per 80 In- Service Hours	Admin Leave Accrual Per 80 In- Service Hours	Maximum Accumulation
0 - 10	0 - 20,870	5.25	2.30	480
10 - 15	20,871 - 31,305	6.48	2.30	480
15 - 20	31,306 - 41,741	7.09	2.30	480
20 - 25	41,742 - 52,177	7.70	2.30	480
More than 25	52,178 or more	8.01	2.30	480

22.4 Vacation Accrual Upon Reappointment

Each employee with 10,435 in-service hours (five or more years) who resigned in good standing and is reappointed within two (2) years, shall be credited with 4,174 hours (2 years) of service for purposes of new vacation accrual. Each employee who was laid off and is reappointed within two (2) years shall be returned to the place on the accrual table (in Section 22.3, above) that the employee occupied when laid off. (Amended 12/15/09, effective with implementation of HRMS)

22.5 Vacation Schedules

Vacation schedules shall be arranged by appointing authorities with particular regards to the needs of the service, and whenever possible, with regard to the wishes of the employee. Every effort shall be made to arrange vacation schedules so that each employee will take as much vacation in a year as accrues to the employee in that year. Each employee's vacation time may be so divided as the needs of the service require or permit. No employee may take vacation without advance approval of the appointing authority. No employee may take vacation leave in advance of that actually accumulated at the time such leave is taken.

22.6 Vacation - Payment for Unused Vacation

Each Unrepresented Administrative Management, elected or appointed Department Head, Unrepresented Confidential, or other Unrepresented employee who is separated from the County service shall be entitled to payment in lieu of all unused vacation leave and administrative leave which the employee may have accumulated as of the employee's last day of work and shall be computed on the basis of such employee's base hourly rate at the time of termination.

22.7 Vacation Purchase Plan- Suspended

(Amended 3/15/16)

Effective the pay period beginning March 29, 2016, section 22.7, Vacation Purchase Plan shall be suspended.

Each eligible full and part-time Unrepresented and Confidential employee may elect to purchase up to forty (40) hours of vacation leave each calendar year during their first five (5) years of permanent, probationary or unclassified employment. Vacation purchased shall not exceed two hundred (200) hours. Eligibility will start from the employee's first in-service hour with the County of Sonoma. Eligibility will end upon completion of 10,435 in-service hours. Each eligible employee must submit a signed vacation purchase plan agreement to his or her Departmental Payroll Clerk. Upon receipt the employee's future bi-weekly salary will be reduced by a minimum of two (2) hour increments until the purchase plan agreement has been fulfilled. Purchased vacation will be posted to the employee's leave balance upon purchase and will be available to the employee the pay period following purchase. All purchases of vacation must be completed prior to the end of the calendar year in which the employee reaches the in-service hours of 10,435. Part-time employees will be eligible to purchase vacation time on a pro-rata basis. Administrative Management is expressly excluded from this provision. (Amended 12/15/09, effective with implementation of HRMS)

The additional vacation purchased is subject to the following guidelines:

- a) Purchased vacation must be taken before accrued vacation in Section 22.3.

- b) Purchased vacation is subject to the maximum accumulation limits and usage in Section 22.3.
- c) Purchased vacation is subject to the same provisions in Section 22.5.
- d) Purchased vacation hours when taken as time off will not be included in pay status hours for the purposes of shift pay and premium pay.
- e) Vacation Purchased will be paid off at the employee's base hourly rate at the time of termination.

22.8 Vacation Purchase Plan-Part-Time Employees- Suspended

Effective the pay period beginning March 1, 2016, section 22.8, Vacation Purchase Plan- Part-Time Employees shall be suspended.

Part-Time employees will be eligible to purchase vacation time on a pro-rata basis.

22.9 Vacation - Extra-Help Employees

Extra-help employees are not covered by Section 22.

SECTION 23 - SICK LEAVE

(Amended 3/15/16)

23.1 Sick Leave Benefit For Employees in Allocated Positions (Not Extra Help)

23.1.1 Sick Leave – Accrual- Rate

Each Unrepresented Administrative Management, Unrepresented Confidential or other Unrepresented full-time employee in a regular, allocated position, shall accrue and accumulate sick leave at the rate of 3.680 in-service hours for each completed eighty (80) paid in-service hours.

In-service hours include all hours in pay status excluding overtime. This accrual rate shall be adjusted to reflect any unpaid time in each pay period. Part-time employees, in allocated positions, shall be eligible to receive sick leave on a pro rata basis. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full-time employees.

23.1.2 Sick Leave - Accrual- Restoration of Accrued Time

When an employee separates from County employment, and returns to County employment within one year from the separation date, any accrued sick leave remaining on account will be restored to the employee upon rehire, provided the time was not otherwise used, paid out, or converted to service credit. If the separation date is in the middle of the pay period, end of pay period date will apply.

23.1.3 Sick Leave - Use

Earned sick leave credits may, with the approval of the Department Head, be used by the employee, as outlined below:

23.1.3.1 Sick Leave Use – Non- FMLA/CFRA/PDL Leave:

Accrued sick leave for incidents other than FMLA/CFRA/PDL qualifying events may be used as follows:

- A. Employee Illness: during the employee's own incapacity due to illness or injury;

- B. Employee Treatment or Examination: during the time needed by the employee to undergo medical or dental treatment or examination;
- C. For Care of a Family Member: For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee family member. For leave under this section 23.1.3.1, “family member” is defined as a:
1. child (defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, regardless of age or dependency status);
 2. parent (defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in place of a parent when the employee was a minor child);
 3. employee’s spouse or registered domestic partner;
 4. grandparent, grandchild, or sibling of the employee or the employee’s spouse or registered domestic partner.

Sick leave use for family members listed 23.1.3.1c shall not exceed forty-eight (48) hours per occurrence unless extended by joint action of the employee's Department Head and the Director of Human Resources by reason of exceptional hardships. "Occurrence" means per illness or related incidents. The 48 hours do not have to be consecutive.

California “Kin Care” (Labor Code 233) provides that an employee may use an amount of paid sick leave each calendar year that is equal to the amount of time that would normally accrue in six month period, and may be used in the same manner as other sick leave described in this section 23.1.3.1. Kin Care provisions run concurrent with other protected leaves and do not extend the maximum period of leave to which the employee is entitled to under FMLA or CFRA.

- D. Domestic Violence, Sexual Assault, or Stalking: When an employee is a victim of domestic violence, sexual assault or stalking, to work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of themselves or their child(ren); to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; participate in safety planning or take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

23.1.3.1 Sick Leave Use –FMLA/CFRA/PDL Qualifying Leave:

In accordance with The Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Pregnancy Disability Act (PDA) earned sick leave credits may, with the approval of the Department Head, be used by an employee as follows:

A. Employee Illness: During the employee's own incapacity due to illness or injury.

B. Employee Treatment or Examination: During the time needed by the employee to undergo medical or dental treatment or examination.

C. Disabled by Pregnancy: When a woman employee is disabled by pregnancy, which means that in the opinion of her health care provider she is unable because of pregnancy to work at all or is unable to perform any one or more of the essential functions of her job, or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.

D. Care of Family Member: When a child, domestic partner or spouse of an employee who is a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption, or the employee's parent is incapacitated by illness or injury and it is necessary for the employee to care for such child, domestic partner, spouse, or parent.

Child is defined as biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in place of a parent, who is either under 18 years of age or an adult dependent child. An adult dependent child is an individual who is 18 years of age or older and who is incapable of self-care because of a mental or physical disability within the meaning of Government Code section 12926(j) and (l).

Parent for purposes of this Section is defined as biological, foster, adoptive, step-parent, legal guardian or person who stood in place of a parent to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in place of a parent to the employee as a child. Parent does not include a parent-in-law.

For FMLA/CFRA qualifying events to care for a covered family member incapacitated by illness or injury, employees are allowed to use up to 480 hours of accrued sick leave per eligible event, and not to exceed the number of hours authorized by medical certification. CFRA bonding leave does not qualify for use of sick leave.

Information on FMLA/CFRA/PDL eligibility, documentation, and benefit and pay status is provided under Section 24.3 – Family Care and Medical Leave Under FMLA/CFRA.

23.1.4 Sick Leave – Required Documentation

- 23.1.4.1 Annual Period – Allocated Employees: Annual Period – Allocated Employees: The “annual period” is a calendar year. For new employees who begin mid-year, the annual period begins on the employee’s first day of work, restarts on January 1, and runs on a calendar year basis thereafter.
- 23.1.4.2 First Forty-Eight Hours: For new employees, the first 48 hours, or number of hours equal to 6 days of the employees regular schedule (whichever is greater), of accrued sick leave used by an employee in the first annual period will be applied to and subject to the provisions of California paid sick leave laws, until January 1st, and on a calendar year thereafter. During this period, if the need for paid sick leave is foreseeable, the employee shall provide reasonable advanced notice. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. If the County has reasonable suspicion of sick leave abuse, a signed medical certification may be required for each use of accrued sick leave to the extent permissible by law.
- 23.1.4.3 Subsequent Hours: For use of accrued sick leave beyond the first 48 hours or number of hours equal to six (6) days in the annual or calendar period (consecutive or non-consecutive), as described above, a signed medical certification may be required for each use of sick leave. Reasonable medical certification of incapacity shall be required for sick leave use of more than forty-eight (48) consecutive work hours duration.
- 23.1.4.4 Reasonable certification may be required, within a reasonable time after the absence, when an unscheduled absence occurs to obtain relief if the employee is a victim of domestic violence, sexual assault, or stalking, in accordance with Section 23.1.3.1(d) of this Agreement. Such certification shall be treated as confidential. Certification may be provided directly to Human Resources and shall not be disclosed to any person except to the affected employee, or as provided by law.
- 23.1.4.5 FMLA/CFRA/PDL: If use of accrued sick leave is for an FMLA, CFRA, or PDL qualifying event, medical certification is required, in accordance with the law and as outlined in the Medical Leave Policy.

23.2 Sick Leave Benefit for Extra Help Employees

For the purposes of this Section 23.2: “Extra Help” includes employees working in Temporary, Intermittent, Seasonal, or Paid Intern positions, as defined in the County’s Civil Service Rules. The provisions of this section do not apply to Retiree Extra Help, Volunteers or Student Volunteers.

23.2.1 Annual Period- Extra Help: The annual period is a calendar year. For new Extra Help employees who begin mid-year, the annual period begins on the employee’s first day of work, restarts on January 1, and runs on a calendar year basis thereafter.

23.2.2 Eligibility – Extra Help Employees:

Effective July 1, 2015, Extra Help employees are eligible for sick leave benefits as describe in this section 23.2 after thirty (30) calendar days of employment with the County. A break in service does not restart the 30 day eligibility period unless the break is a year or more from the end of the last pay period in which the employee was in paid status.

23.2.3 Accrual - Extra Help Employees:

Extra Help accrue and accumulate sick leave at a rate of 1 hour per 30 hours worked, including overtime (pending further clarification or interpretation of the law), up to a maximum accumulation of seventy-two (72) hours. Accrued sick leave hours, when used, do not accrue additional sick leave hours. Accrual begins from the first day of work, but accrued time may not be used until the first pay period following completion of the 30 day eligibility requirement. Leave may not be used in advance of accrual, and is considered “accrued” on the first day of the subsequent pay period. Hours spent on Jury Duty, County release time, or County approved educational leave or training will count toward accrual of sick leave hours.

23.2.4 Accrual – Restoration Of Accrued Time

When an Extra Help employee separates an assignment and returns to County employment within one year of the termination date, any accrued sick leave remaining on account will be restored to the employee’s Extra Help sick leave bank upon re-hire. If the termination date is in the middle of the pay period, end of pay period date will apply.

23.2.5 Accrual – Change in Employment Status Refer to Section 23.3.

23.2.6 Sick Leave – Use, Extra Help

23.2.6.1 Use Limits – Extra Help

Earned sick leave credits may, with the approval of the Department Head, be used by the employee in increments of not less than 1 hour, and not to exceed thirty-six (36) hours in the employee’s annual period. Accrued paid sick leave must be used prior to using leave without pay for sick leave eligible events except as allowed under CFRA qualifying leaves, below. When used, sick leave hours are not considered hours worked and do not accrue additional hours of sick leave. The hours are included in merit hours.

23.2.6.2 Use – Extra Help, Non- FMLA/CFRA/PDL Leave:

Accrued sick leave for incidents other than FMLA/CFRA/PDL qualifying events may be used as follows:

- A. Employee Illness: during the employee’s own incapacity due to illness or injury;
- B. Employee Treatment or Examination: during the time needed by the employee to undergo medical or dental treatment or examination;
- C. Family Member: For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee family member. For leave under this section 23.2.5.2, “family member” is defined as a:
 - 1. child (defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, regardless of age or dependency status);
 - 2. parent (defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in place of a parent when the employee was a minor child);
 - 3. employee’s spouse or registered domestic partner;
 - 4. grandparent, grandchild, or sibling of the employee or the employee’s spouse or registered domestic partner.
- D. Domestic Violence, Sexual Assault, Stalking: When an employee is a victim of domestic violence, sexual assault or stalking, to work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of themselves or their child(ren); to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; participate in safety planning or take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Use of paid sick leave for any reasons under this section 23.2.5.2 may not exceed thirty-six (36) hours in an annual period unless extended by joint action of the employee's Department Head and the Director of Human Resources by reason of exceptional hardships.

California “Kin Care” (Labor Code 233) provides that an employee may use

an amount of paid sick leave each calendar year that is equal to the amount of time that would normally accrue in six month period, and may be used in the same manner as other sick leave described in this section 23.2.6.2. Kin Care provisions run concurrent with other protected leaves and do not extend the maximum period of leave to which the employee is entitled to under FMLA or CFRA.

23.2.6.3 Use – Extra Help, FMLA/CFRA/PDL Qualifying Leave:

Extra Help employees may be eligible for protected leave under the family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Pregnancy Disability Act (PDA), for certain, qualifying events. FMLA/CFRA/PDL eligibility requirements are detailed under Section 24.3 and in the County’s Medical Leave Policy. The same qualifying reasons, definitions of family members, and eligibility requirements apply to Extra Help and employees in allocated positions, and are outlined in 23.1.3.2, above.

23.2.7 Extra Help Sick Leave – Required Documentation

23.2.7.1 Documentation for Paid Sick Leave: Accrued sick leave used by an employee in each annual period (up to 36 hours annually) will be applied to and subject to the provisions of all applicable paid sick leave laws. During this period, if the need for paid sick leave is foreseeable, the employee shall provide reasonable advanced notice. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. If the County has reasonable suspicion of sick leave abuse, a signed medical certification may be required for each use of accrued sick leave to the extent permissible by law. If use of time under this section is a FMLA or CFRA qualifying event, medical certification for those programs is required in accordance with the law and as outlined in the Medical Leave Policy (same requirements as Allocated employees).

23.2.7.2 Documentation for Unpaid Sick Leave: For any leave in excess of 36 hours in an annual period, or any unpaid sick leave, a signed medical certification may be required for each use of leave. Reasonable medical certification of incapacity (if applicable) shall be required for any leave of more than forty-eight (48) hours duration.

23.2.7.3 Reasonable certification may be required, within a reasonable time after the absence, when an unscheduled absence occurs to obtain relief if the employee is a victim of domestic violence, sexual assault, or stalking, in accordance with Section 23.2.6.2(d) of this Agreement. Such certification shall be treated as confidential. Certification may be provided directly to Human Resources and shall not be disclosed to any person except to the affected employee, or as provided by law.

23.3 Change in Employment Status – Extra Help to Allocated / Allocated to Extra Help

23.3.1 Extra Help to Allocated Position:

For an Extra Help employee who begins an allocated assignment within one year of separation of an Extra Help assignment, any accrued and unused Extra-Help sick leave hours on account will carry forward with the employee. If the separation date is in the middle of the pay period, pay period end date will apply. Hours carried forward may be used, subject to the following restrictions:

1. Extra Help sick leave hours must be used prior to using sick leave accrued as a regular employee;
2. Extra Help sick leave hours have no cash value; and
3. Extra Help hours are not eligible for conversion to service credit at regular retirement (pursuant to Section 23.4).

The employee's annual period will be changed to the date they start in the new position.

23.3.2 Allocated Position to Extra Help:

For an employee assigned to an allocated position who begins an eligible Extra Help assignment within one year of separation from an allocated position, any accrued sick leave remaining on account will be restored to the employee as Extra Help sick leave, up to the cap of 72 hours, and may be used subject to the limits and provisions for use of Extra Help sick leave outlined in Section 23.2 (Sick Leave Benefit for Extra Help Employees). If an employee returns to an allocated position within one year of separation from an allocated position, the provision of 23.1.2 will apply, except that any sick leave hours used or accrued during the extra help period will be factored against the employees former leave balance. If the separation date is in the middle of the pay period, pay period end date will apply.

The employee's annual period will be changed to the date they start in the new position.

23.4 Sick Leave - Conversion at Regular Retirement

For each Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee separating from County services on regular, non-disability retirement shall convert one-hundred percent (100%) of unused sick leave remaining to such employee's credit at the time of retirement to retirement service credit as provided by Government Code Section 31641.03, excepting that Extra Help sick leave hours are not eligible for conversion to retirement service credit.

23.5 Sick Leave – Payoff at Regular Retirement

Each Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee who separates from County service on regular non-disability retirement, who reaches 100% of retirement benefit allowed by law, and who is prevented by law from converting some or all of the employee's remaining unused sick leave to service credit under section 23.4 (Sick Leave – Conversion at Regular Retirement), the County shall pay the monetary equivalent of twenty-five percent (25%) of all unused sick leave remaining to such employee's credit at the time of separation, computed on the basis of the employee's base hourly rate. Extra help sick leave is not eligible for this provision.

23.6 Sick Leave – Distribution at Death or Layoff

The County shall pay each employee who separates from County service by death or layoff, the monetary equivalent of 25% of all unused sick leave remaining to such employee's credit as of the time of separation, computed on the basis of such employee's base hourly pay. Extra help sick leave is not eligible for this provision.

23.7 Sick Leave - Distribution at Disability Retirement

The County shall pay each Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee separated from County service by disability retirement at such employee's base hourly rate for all unused sick leave remaining to such employee's credit as of the time of separation. This Section shall not apply to an employee separated from County service by a service retirement. The County shall not pay an employee under this Section for any sick leave hours donated to the employee by other employees under a catastrophic leave benefit. Extra help sick leave is not eligible for this provision.

23.8 Medical Examinations

An appointing authority may direct any employee to undergo a medical examination to determine the employee's mental and physical capacity to perform the duties of the employee's position. Each determination that an employee is or is not capable of performing the duties of the employee's position will be made available to the appointing authority and the employee concerned. Each such examination shall be paid by the department requesting the examination.

SECTION 24 - MISCELLANEOUS LEAVES OF ABSENCE

(Amended 3/19/13, 3/15/16)

24.1 Leaves of Absence Without Pay Usage Reference Table

Employees in regular, allocated positions will be required to use paid leaves before a Leave of Absence Without Pay (LWOP) as shown in the following table:

Event	Sick	Vacation	CTO	Comment
During the incapacity due to illness or injury employee's own	Yes, you may keep 40 hrs.	No	No	None.
When a woman employee is disabled by pregnancy.	Yes, you may keep 40 hrs.	No	No	None.
During the time needed by the employee to undergo medical or dental treatment or examination.	Yes, you may keep 40 hrs.	No	NO	None.
When the employee's family member is incapacitated by illness/injury and the employee must care for him/her or for care, exam or treatment of a family member*.	Yes, you may keep 40 hrs (refer to Section 23.2(d))	Yes	Yes	May keep 40 hrs. Any combination of Vacation & CTO
Non-sick FMLA/CFRA** qualifying event (e.g., child bonding leave)	No	No	No	None.
Section 12.5 - Education Leave	No	Yes	Yes	Must use all Vacation & CTO
Approved undisclosed reason or extended vacation	No	Yes	Yes	Must use all Vacation & CTO
Section 17 - Sabbatical	No	Yes	Yes	Must use all Vacation & CTO

*In the event an employee is eligible to receive Paid Family Leave to care for the serious health condition of a family member or to bond with a new child they will not be required to use sick, vacation or CTO time, while receiving the benefit.

**Family & Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

24.2 Compassionate Leave

Any Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented full-time or employee may be granted up thirty-two (32) hours of leave with pay, in

the event of death of spouse, domestic partner, child, step-child, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, great-grandparent, grandchild or person with whom the employee has a relationship in loco parentis, and the mother or father of the employee or the spouse of the employee. Up to an additional eight (8) hours of sick leave may be granted to supplement compassionate leave. Where travel in excess of 300 miles one way from the employee's residence is required up to an additional one (1) of the employee's regular work days of sick leave may be used to supplement compassionate leave. Up to an additional forty (40) hours of accrued vacation leave or accrued comp time off may be granted to supplement compassionate leave upon request.

Any part-time Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee shall be eligible for a pro-rated compassionate leave. Ongoing work schedule for purposes of this Section shall mean an average of the two (2) pay periods immediately preceding the need for compassionate leave or the employee's normal bi-weekly allocation of

hours, whichever is greater.

24.3 Family Care and Medical Leave Under FMLA and CFRA
(Amended 3/19/13, 3/15/16)

24.3.1 Each eligible employee is entitled to family care and medical leave as provided by the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), as amended. The leaves under FMLA and CFRA will run concurrently to the extent permitted by law.

24.3.2 Eligibility

To be eligible for family care and medical leave, on the date on which leave is to begin, a full-time or part-time employee must have been employed by the County for at least twelve (12) months, which need not be consecutive, and have actually worked at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

24.3.3 Family Care And Medical Leave Entitlement

Subject to the provisions of this Salary Resolution, County policy, and state and federal law, including the federal FMLA and the CFRA, an eligible employee is entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for any one, or more, of the following reasons:

24.3.3.1 The birth of a child and to care for the newborn child (FMLA and CFRA);

24.3.3.2 The placement with the employee of a child for adoption or foster care and care for the newly placed child (FMLA and CFRA);

24.3.3.3 To care for the employee's child, parent, spouse, or domestic partner (CFRA only) who has a serious health condition. (Child is defined as biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in place of parent who is under 18 years of age or an adult dependent child. Parent is defined as biological, foster or adoptive parent, stepparent, or legal guardian. Parent does not include a parent-in-law under this provision.)

24.3.3.4 Because of an employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, except for disability on account of pregnancy, childbirth, or related medical conditions, which is covered by pregnancy disability leave. (Pregnancy disability counts toward only California Pregnancy Disability Leave (PDL) and FMLA leave.)

24.3.3.5 Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a U.S. National Guard or Reserve member on active duty (or has been notified of an impending call or order to active duty status) in support of a contingency operation (FMLA only).

The twelve (12) month period for FMLA/CFRA purposes is determined by a "rolling" twelve (12) month period measured backwards from the date an employee first uses FMLA/CFRA leave.

24.3.4 Family Care And Medical Leave To Care For A Covered Service Member With A Service Injury Or Illness

Subject to the provisions of this Salary Resolution, County policy, and state and federal law, including the FMLA, an eligible employee may take FMLA leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. (This 12 month period used under FMLA/CFRA to determine leave eligibility is separate from the “annual period” defined in 23.1.4.)

24.3.4.1 An eligible employee’s entitlement under Section 24.3.4 is limited to a total of twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness. The “single 12-month period” in which the 26-weeks-of-leave-entitlement described in this begins on the first day an employee takes leave to care for the covered service member.

24.3.4.2 During the “single 12-month period” described above, an eligible employee’s FMLA leave entitlement is limited to a combined total of twenty-six (26) workweeks of FMLA leave for any qualifying reason.

24.3.5 Family Care and Medical Leave - Pay Status And Benefits

24.3.5.1 Except as provided in this Section, the family care and medical leave will be unpaid. The County will, however, continue to provide County contributions toward the health plan premium during the period of family care and medical leave for up to twelve (12) work weeks for represented employees and up to fifteen (15) work weeks for Administrative Management, Confidential, and Unrepresented employees on the same basis as coverage would have been provided had the employee not taken family care and medical leave. The employee will be required to continue to pay the employee’s share of premiums payments, if any.

24.3.5.2 Nothing in this Section shall preclude the use of medical or pregnancy disability leave in Section 14.7 (Medical/Pregnancy Disability Leave) when the employee is medically incapacitated or disabled. If an employee does not qualify for continued benefits under this Section 24.3 or Section 14.7 (Medical/Pregnancy Disability Leave) and the employee wishes to continue benefit coverage, then Section 14.7.2 (Continuation of Health Benefits Coverage) applies.

24.3.6 Relationship of Family Care and Medical Leave to Other Leaves

Any leave of absence that as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the employee may be entitled for the same qualifying reason. Section 24 identifies accrued paid leave which an employee may be required to use concurrently with unpaid family care and medical leave.

24.3.7 Family Care and Medical Leave - Relationship To Pregnancy Disability Leave

The family care and medical leave provided under this section is in addition to any leave taken on account of disability due to pregnancy, childbirth, or related medical conditions for which an employee may be qualified under state law.

24.3.8 Family Care and Medical Leave - Notice to the County

24.3.8.1 The employee must provide written notice to the County as far in advance of the leave as possible and as soon as the employee reasonably knows of the need for the leave. If the need for the leave is foreseeable based on an expected birth, placement of a child for adoption or foster care or planned medical treatment, the notice must be provided at least 30 calendar days in advance of the leave, or if not reasonably known 30 calendar days before the leave, then as soon as reasonably practicable.

24.3.8.2 The written notice must inform the County of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

24.3.8.3 The employee shall consult with the County and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to department operations.

24.3.9 Family Care and Medical Leave - Medical Certification

24.3.9.1 An employee's request for family care and medical leave to care for a child, a spouse, or a parent who has a serious health condition shall be supported by a certification issued by the health care provider of the individual requiring care. If additional leave is required after the expiration of the time originally estimated by the health care provider, the employee shall provide the County with recertification by the health care provider.

24.3.9.2 An employee's request for family care and medical leave because of employee's own serious health condition shall be supported by a certification issued by the employee's health care provider.

24.3.9.3 As a condition of an employee's return from leave taken because of the employee's own serious health condition, the employee is required to obtain certification from the employee's care provider that the employee is able to resume work.

24.3.9.4 Employees are required to use the medical certification forms available from the County Human Resources Department to meet the certification and recertification requirements of this section.

24.3.10 Family Care and Medical Leave - County's Response To Leave Request

It is the County's responsibility to designate leave, paid or unpaid, as family and medical leave-qualifying and to notify the employee of the designation.

24.3.11 Family Care and Medical Leave - Employee's Status On Returning From Leave

Except as provided by law, on return from family care and medical leave, an employee is entitled to be returned to the same or equivalent position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee has no right to return to the same position. Use of family care and medical leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

24.3.12 Family Care and Medical Leave - Procedures, Definitions, and Forms

A description of the required process and procedures to follow for intermittent leave and reduced leave schedules, forms to use when requesting family care and medical leave, and applicable definitions are included in the County Medical Leave Policy and found on the County Human Resources Department website, and are available from the Human Resources Department.

24.3.13 Family and Medical Leave – Legal Minimum

This Section 24.3 shall be interpreted as the legal minimum family care and medical leave available to eligible employees. The County may grant additional leave without pay under this Section (24.3) provided it is consistent with the applicable provisions of the Sonoma County Civil Service Rules, County leave policies, Section 24, and other provisions of this memorandum.

24.4 Time Off for Donating Blood

If an employee does not have sufficient time outside of working hours to donate blood, subject to department operational needs, the employee may, without loss of pay, take off up to one (1) hour of working time twice a year for the purpose of donating blood. The employee shall give the employer at least five (5) working days' notice that time off for donating blood is desired.

SECTION 25 - COURT LEAVE

A full-time or part-time employee is entitled to pay at the employee's base hourly rate to respond to an enforceable subpoena to appear in a court or administrative agency hearing in California other than as a litigant and for reasons other than those caused by the employee's connivance or misconduct. An employee may retain such payment as may be allowed the employee for lodging, meals and travel, but as a condition for entitlement to this Court Leave, the employee shall make payable to the County of Sonoma any and all fees which the employee may receive as payment for the service as a witness. An employee on Court Leave will receive the base hourly rate of pay for those hours spent traveling to and from the court or administrative agency hearing and the hours spent attending to the employee's obligation as a witness so long as those hours correspond to the employee's assigned work schedule. Time spent as a witness or travel time which is outside the employee's assigned work schedule shall not be paid. If an

employee's obligation as a witness expires on any workday with time remaining on the employee's work schedule, the employee will be obligated to return to work. These provisions do not apply to employees whose appearances are in the line of duty. Extra-help employees who are scheduled to work and subsequently called to court, qualify under Section 25.

SECTION 26 - JURY DUTY

It is the policy of the County of Sonoma to encourage County employees to perform services as jurors when summoned for jury duty by a court of competent jurisdiction. Any Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee summoned for jury duty shall be entitled to full pay for such period of time as may be required to attend the court in response to such summons. An employee may retain such payment as may be allowed for travel but shall make payable to the County of Sonoma any and all fees which the employee may receive in payment for service as a juror. Extra-help employees who are scheduled to work and are subsequently called to jury duty, qualify under this Section 26.

SECTION 27 - VOTING

If an Unrepresented Administrative Management, Unrepresented Confidential, or Unrepresented employee who is a registered voter does not have sufficient time outside of the employee's working hours within which to vote in any state-wide general or primary election, the employee may upon request, be granted so much working time off without loss of pay as will, when added to the employee's voting time outside the employee's working hours, enable the employee to vote. An employee may take off so much time which will enable the employee to vote, but not more than two (2) hours of which shall be without loss of pay; provided, that the employee shall be allowed time off for voting only at the beginning or end of the employee's regular working shift, whichever allows the most free time for voting and the least time off from the employee's regular working shift.

SECTION 28 - CONTINUOUS SERVICE AND REPORTING LEAVES

28.1 Continuous Service

No paid absence under any provisions of this Resolution shall be considered as a break in service for any employee who is in pay status during such absence. All benefits which, under the provisions of this Resolution, accrue to employees who are in pay status shall continue to accrue during such absence.

28.2 Recording And Reporting Leave Taken

Each appointing authority shall maintain a record of all hours worked and leave taken by each employee in the department, and shall promptly report such hours worked and leave taken in a manner prescribed by the Auditor-Controller-Treasurer-Tax Collector.

SECTION 29 - BAR DUES

For each employee who is an attorney in the County Counsel's Office the County will pay said employee's State Bar of California dues. Eligibility for such reimbursement shall be limited to those employees who, on the final date payable of said bar dues, have permanent status or have probationary status derived through promotion.

SECTION 30 - LAYOFF POLICY AND BENEFITS

30.1 Lay Off - Applicability

The following layoff policy and benefits shall be applicable to Unrepresented regular full-time and part-time employees. Neither the layoff nor the decision to layoff shall be grievable.

30.2 Lay Off - Notice

An employee may be laid off from his or her job class and regular County service three (3) weeks (twenty one (21) calendar days) after formal, written notice has been presented or mailed to the employee at his or her last known address.

30.3 Lay Off - Severance Period

An employee who has received a formal written layoff notice, and who is unable to displace another County employee or secure other regular County employment, with the approval of his/her department head, may separate from County service after the eighth (8th) work day of the three (3) week notice period and receive his or her normal base salary for the hours he or she would normally be scheduled to work during the remainder of the three week period.

30.4 Lay Off - Medical

(Amended 5/18/10)

For employees who continue to be laid off from County service, and lack medical coverage, the County will make its usual medical insurance contribution for the first six (6) pay periods following layoff and one half (1/2) its usual contribution for the next six (6) pay periods following layoff. Eligible employees will be offered the opportunity to continue coverage through COBRA. If/when this medical severance is offered concurrently with COBRA continuation coverage, the eighteen (18) month COBRA continuation period shall be extended by each month of medical severance coverage to a maximum of twenty four (24) total months.

SECTION 31 - DISASTER LEAVE

When there has been a natural disaster of a magnitude that requires the Board of Supervisors to Proclaim a County State of Emergency, the County will enact this disaster leave provision.

For up to one year from the termination of the said proclamation. County employees may donate accrued compensatory time and vacation leave to other County employees who have lost work time because they have been a victim of a disaster affecting their primary residence. For up to one year from the termination of the said proclamation, impacted employees may use up to 320 hours of donated leave. Such donated time will not exceed the total amount of time lost by the receiving employee including vacation, compensatory time used and any unpaid leave incurred. Unused donated time at the expiration of the leave provision period will be returned to the donor.

SECTION 32 - CONFLICT OF INTEREST/INCOMPATIBLE ACTIVITIES

A. Conflict of Interest: Each affected employee shall be furnished with a copy of the Conflict of Interest Code adopted for the department in which the employee serves. The County Clerk shall maintain forms for statements required of employees by the conflict of interest provisions of the Political Reform Act of 1974, and Conflict Interest Codes adopted there under.

B. Incompatible Activities: All County departments are required to adopt incompatible activities policies in compliance with State law. Department Heads shall determine which specific activities are incompatible subject to approval by the Board of Supervisors. Employees who violate the department policy are subject to disciplinary action, up to and including termination. All department incompatible activities policies shall include notice and appeal procedures, as well as the following prohibitions: Employment for compensation which is in conflict with the employee's County duties; outside employment involving the use of County time, facilities, equipment or supplies; compensation for work which an employee would ordinarily be required to perform in the course of County duties; performance of work that will later be subject to the control, inspection, or enforcement of another employee in the County; outside employment for which time demands render performance of County duties less efficient.

An employee who is unclear or needs more information regarding proposed or current outside employment shall contact his/her supervisor or department head for review and further direction.

SECTION 33 - INVALID SECTIONS

If any section, subsection, subdivision, paragraph, sentence, clause, phrase, table, group or series of this Resolution is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of this Resolution. The Board of Supervisors hereby declare that they would have passed this Resolution and each section, subsection, subdivision, paragraph, sentence, clause, phrase, table, group and series thereto irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, tables, groups, or series is declared illegal or unconstitutional.

SECTION 34 - MISCELLANEOUS RETIREMENT PROVISIONS

(Amended 3/19/13, 6/14/16)

34.1 Retirement – General Employees Hired On Or After January 1, 2013

This Section 34.1 (including subsections) shall apply to employees hired on or after January 1, 2013, who are or become contributing members of the Sonoma County Employees' Retirement Association ("SCERA") and who do not qualify for pension reciprocity as stated in Government Code Section 7522.02 (c).

34.1.1 Final Compensation Based On Three Year Average

As required by Government Code Section 7522.32, effective January 1, 2013, for the purposes of determining a retirement benefit for SCERA members covered by this section 34.1, final compensation shall mean the highest average annual pensionable compensation earned during 36 consecutive months of service.

34.1.2 2.0% @ 62 – 2.5% @ 67 Pension Formula

As required by Government Code Section 7522.20, the 2.0% at 62 pension formula shall be available to employees covered by this section 34.1 who are contributing members of SCERA.

34.1.3 Required Employee Contributions

As required by Government Code section 7522.30(c), SCERA members covered by this section 34.1 shall pay 50 percent of normal costs. In addition, SCERA members covered by this section

34.1 shall pay 3.03 percent of the employee's pensionable compensation toward the County's employer contribution to retirement costs. This additional 3.03% contribution shall continue until July 2024.

34.2 Retirement – General Employees Hired On Or Before December 31, 2012.

This Section 34.2 (including subsections) shall apply to employees hired on or before December 31, 2012 who are contributing members of the SCERA, or who are hired after that date and qualified for pension reciprocity pursuant to Government Code Section 7522.02 (c) and any related SCERA reciprocity requirements.

34.2.1 Final Compensation Based On Single Year

For purposes of determining a retirement benefit, final compensation for employees covered by this section 34.2 shall mean the average annual compensation earnable by the member as specified in Government Code Section 31462.1.

34.2.2 3.0% @ 60 Pension Formula

The 3.0% at 60 pension formula (CERL 31676.17) shall be available to employees covered by this section 34.2 who are contributing members of the SCERA.

34.2.3 Required Employee Contribution

SCERA members covered by this section 34.2 will contribute the amount required by SCERA as employee contributions, and shall continue to pay an additional 3.03% of pay, pretax, to their employee retirement account. This 3.03% of pay contribution of the employee's pensionable compensation shall be paid as part of the County's contribution to pay for the unfunded accrued actuarial liability. This additional 3.03% contribution will continue until July 2024.

34.2.4 Employee Contribution

a. Effective the first full pay period following July 1, 2016, and subject to Sonoma County Employees Retirement Association (SCERA) Board approval of the cost share arrangement under the terms described herein, active County General legacy members of SCERA will contribute one third of the actuarially determined difference between the average General legacy employee retirement rate (exclusive of the 3.03% payroll contribution toward the UAAL described in section 34.2.3 of the Salary Resolution) and one half the total normal cost ("total normal cost" includes both employer and member shares) calculated as an average for General legacy Members of the Sonoma County Employees Retirement Association (SCERA) covered by this Section 34.2 based on rates of all active County General legacy members, with the difference computed to a factor and applied equally to all legacy members. Such legacy employees will receive a lump sum benefit allowance as reimbursement for this pension cost share arrangement each pay period equal to the dollar value of the deduction described in this paragraph, less any required taxes.

b. Effective the first full pay period following July 1, 2017, and subject to Sonoma County Employees Retirement Association (SCERA) Board approval of the cost share arrangement under the terms described herein, active County General legacy members of SCERA will contribute an additional one third (for a total of two thirds) of the actuarially determined difference between the average General legacy employee retirement rate (exclusive of the 3.03% payroll contribution

toward the UAAL described in section 34.2.3) and one half the total normal cost (“total normal cost” includes both employer and member shares) calculated as an average for General legacy Members of the Sonoma County Employees Retirement Association (SCERA) covered by this Section 34.2 based on rates of all active County General legacy members, with the difference computed to a factor and applied equally to all legacy members. Such legacy employees will receive a lump sum benefit allowance as reimbursement for this pension cost share arrangement each pay period equal to the dollar value of the deduction described in this paragraph, less any required taxes.

c. The lump sum benefit allowance described in Sections 34.2.4 (a) and (b) will not be included in wages for computations of overtime, pension benefits or for any County benefit related purpose.

34.3 Retirement – Safety Employees Hired On Or After January 1, 2013

This Section 34.3 (including subsections) shall apply to employees hired on or after January 1, 2013, who are or become contributing members of the Sonoma County Employees’ Retirement Association (“SCERA”) and who do not qualify for pension reciprocity as stated in Government Code Section 7522.02 (c).

34.3.1 Final Compensation Based On Three Year Average

As required by Government Code Section 7522.32, effective January 1, 2013, for the purposes of determining a retirement benefit for SCERA members covered by this section 34.3, final compensation shall mean the highest average annual pensionable compensation earned during 36 consecutive months of service.

34.3.2 2% @ 50 - 2.7% @ 57 Pension Formula

As required by Government Code Section 7522.25, the safety Option Plan Two (2% @ 50- 2.7% @ 57) pension formula shall be available to employees covered by this section 34.3 who are contributing members of the SCERA.

34.3.3 Required Employee Contributions

As required by Government Code section 7522.04(g), SCERA members covered by this section 34.3 shall pay 50 percent of normal costs. In addition, SCERA members covered by this section 34.3 shall pay 3.00% of the employee’s pensionable compensation toward the County’s employer contribution to retirement costs. This additional 3.00% contribution shall continue until July 2024.

34.4 Retirement – Safety Employees Hired On Or Before December 31, 2012.

This Section 34.4 (including subsections) shall apply to employees hired on or before December 31, 2012 who are contributing members of the SCERA, or who are hired after that date and qualified for pension reciprocity as stated in Government Code Section 7522.02 (c) and any related SCERA reciprocity requirements.

34.4.1 Final Compensation Based On Single Year

For purposes of determining a retirement benefit, final compensation for employees covered by this section 34.4 shall mean the average annual compensation earnable by the member as specified in Government Code Section 31462.1.

34.4.2 3.0% @ 50 Pension Formula

The 3.0% at 50 pension formula shall be available to employees covered by this section 34.4 who are contributing members of the SCERA.

34.4.3 Required Employee Contribution

SCERA members covered by this section 34.4 will contribute the amount required by SCERA as employee contributions, and shall continue to pay an additional 3.00% of pay, pretax, to their employee retirement account. This 3.00% of pay contribution of the employee's pensionable compensation shall be paid as part of the County's contribution to pay for the unfunded accrued actuarial liability. This additional 3.00% contribution will continue until July 2024.

34.4.4 Employee Cost Share – 50% of Normal Cost

a. Effective the first full pay period following July 1, 2016, each active Safety member of the Sonoma County Employees Retirement Association (SCERA) covered by this Section 34.4 shall contribute one and one half percent (1.5%) of any compensation required to be made to their employee retirement account as a contribution towards one half of the total normal cost ("total normal cost" includes both employer and member shares. The additional contribution shall be deducted from the employees' compensation pretax and they shall become part of the accumulated retirement contributions of the employee. Employees covered by this section 34.4.4(a) shall receive a lump sum benefit allowance each pay period as a reimbursement for the cost share arrangement, equal to the dollar value of the deduction described in this paragraph less any required taxes.

b. Effective March 14, 2017, each active Safety member of the Sonoma County Employees Retirement Association (SCERA) covered by this Section 34.4 shall contribute an additional one and one third percent (1.3%) for a total of 2.8% of any compensation required to be made to their employee retirement account as a contribution towards one half of the total normal cost ("total normal cost" includes both employer and member shares. The additional contribution shall be deducted from the employees' compensation pretax and they shall become part of the accumulated retirement contributions of the employee. Employees covered by this section 34.4.4(b) shall receive a lump sum benefit allowance each pay period as a reimbursement for the cost share arrangement, equal to the dollar value of the deduction described in this paragraph less any required taxes.

c. The lump sum benefit allowance described in Sections 34.4.4 (a) and (b) will not be included in wages for computations of overtime, pension benefits or for any County benefit related purpose.

34.5 Employer Pick-Up of Employee's Share of Retirement Contribution – Not Allowed

Pursuant to the Public Employees' Pension Reform Act of 2013 (PEPRA), the County shall not contribute towards any employee's share of retirement contributions.

SECTION 35 – DIRECT DEPOSIT

Effective for the July 27, 2016 pay date, all employees will have their pay check deposited directly to the employee's accounts in the participating financial institute. The effective date of the deposit will be one day after the regularly scheduled date of payroll issue. Employees may request a printed paycheck due to a hardship or other extenuating circumstances (e.g. identify theft, changes in financial institutions, domestic violence situations, etc.).

Printed pay stubs will not automatically be provided to employees enrolled in direct deposits. Pay stub information will be available bi-weekly in the self-service feature of the HRMS system where print and/or save functions are available.

APPENDIX A SALARY TABLES

UNREPRESENTED - Bargaining Unit 0000

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
0810	ADMINISTRATIVE AIDE	\$24.75	\$25.49
7823	ADMINISTRATIVE AIDE PROJECT	\$24.75	\$25.49
2663	ADVANCED LIFE SUPPORT COORDINATOR	\$33.09	\$34.08
1110	AGRICULTURAL PROGRAM AIDE EXTRA HELP	\$14.33	\$14.76
0841	ASSISTANT EXECUTIVE OFFICER LAFCO	\$112.57	\$115.95
0093	ASSISTANT LAW LIBRARIAN	\$19.41	\$19.99
1035	ASSISTANT PROJECT SPECIALIST	\$29.74	\$30.63
0047	CLERICAL HELPER	\$13.31	\$13.71
0094	CLERK TYPIST II-LAW LIBRARY	\$11.48	\$11.82
0777	DEPUTY EMERGENCY SERVICES COORDINATOR	\$31.32	\$32.26
0843	EXECUTIVE DIRECTOR LAFCO CONTRACT EXTRA HELP	\$130.10	\$134.00
4514	FIRE INSTRUCTOR EXTRA HELP	\$40.32	\$41.53
2537	FORENSIC PSYCHIATRIST*	\$93.34	\$98.08
0751	INTERIM FAIR MANAGER	\$64.16	\$66.08
5345	LANDFILL OPERATIONS MANAGER	\$86.33	\$88.92
3991	LAW CLERK EXTRA HELP	\$21.51	\$22.16
2536	MENTAL HEALTH PHYSICIAN	\$76.82	\$79.12
1282	OSD EXECUTIVE SECRETARY	\$24.56	\$25.30
0818	OSD INTERN GRADUATE EXTRA HELP	\$16.06	\$16.54
0817	OSD INTERN UNDERGRADUATE EXTRA HELP	\$13.21	\$13.61
0902	OSD PUBLIC INFORMATION SPECIALIST	\$24.74	\$25.48
4402	PARK RANGER ASSISTANT EXTRA HELP	\$19.52	\$20.11
1036	PROJECT SPECIALIST	\$33.43	\$34.43
2535	PUBLIC HEALTH PHYSICIAN	\$76.82	\$79.12
0902	PUBLIC INFORMATION SPECIALIST	\$24.74	\$25.48
0821	PUBLIC SERVICE FELLOW EXTRA HELP	\$19.52	\$20.11
1025	SCWA CONTRACT MANAGER	\$71.26	\$73.40
3995	SENIOR LAW CLERK EXTRA HELP	\$25.80	\$26.57
0829	STUDENT INTERN GRADUATE SCHOOL EXTRA HELP	\$16.06	\$16.54
0825	STUDENT INTERN UNDER GRADUATE EXTRA HELP	\$13.21	\$13.61
0822	STUDENT INTERN-HIGH SCHOOL EXTRA HELP	\$10.30	\$10.61
1100	WEIGHTS MEASURES FIELD ASST	\$17.90	\$18.44

* Salary Adjustment effective July 5, 2016, see Appendix A-1 below

APPENDIX A SALARY TABLES

ADMINISTRATIVE MANAGEMENT - Unit 0050

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
0417	ACCOUNTANT III	\$35.29	\$36.35
0420	ACCOUNTANT/AUDITOR I	\$30.56	\$31.48
0421	ACCOUNTANT/AUDITOR II	\$34.17	\$35.20
0424	ACCOUNTANT/AUDITOR TRAINEE	\$26.60	\$27.40
0438	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	\$45.89	\$47.27
2532	ACUTE FORENSICS SECTION MANAGER	\$48.13	\$49.57
0833	ADMINISTRATIVE ANALYST I	\$33.46	\$34.46
0835	ADMINISTRATIVE ANALYST II	\$37.66	\$38.79
0838	ADMINISTRATIVE ANALYST III	\$42.55	\$43.83
0827	ADMINISTRATIVE SERVICES OFFICER I	\$36.99	\$38.10
0828	ADMINISTRATIVE SERVICES OFFICER II	\$42.55	\$43.83
0824	ADMINISTRATIVE TRAINEE	\$28.47	\$29.32
2530	ADULT, YOUTH AND FAMILY SERVICES SECTION MANAGER	\$46.36	\$47.75
9124	AFFORDABLE HOUSING ASSISTANT MANAGER	\$40.32	\$41.53
1139	AGRICULTURE & VINEYARD CONSERVATION COORDINATOR	\$39.67	\$40.86
1031	AIR QUALITY MANAGER	\$48.50	\$49.96
0714	AIRPORT MANAGER	\$50.88	\$52.41
4310	ANIMAL CARE AND CONTROL DIRECTOR	\$48.13	\$49.57
0396	ASSESSMENT PROCESS MANAGER	\$42.21	\$43.48
1140	ASSISTANT AGRICULTURAL COMMISSIONER	\$42.44	\$43.71
0713	ASSISTANT AIRPORT MANAGER	\$40.13	\$41.33
0440	ASSISTANT AUDITOR-CONTROLLER	\$57.94	\$59.68
1713	ASSISTANT COMMUNICATIONS MANAGER	\$40.19	\$41.40
0840	ASSISTANT COUNTY ADMINISTRATOR	\$82.51	\$84.99
4030	ASSISTANT COUNTY COUNSEL*	\$71.39	\$73.53
0875	ASSISTANT DIRECTOR CHILD SUPPORT SERVICES	\$49.82	\$51.31
3088	ASSISTANT DIRECTOR HUMAN SERVICES	\$64.30	\$66.23
2676	ASSISTANT DIRECTOR OF HEALTH SERVICES	\$65.05	\$67.00
4040	ASSISTANT DISTRICT ATTORNEY*	\$71.39	\$73.53
4039	ASSISTANT DISTRICT ATTORNEY LIMITED TERM**	\$69.11	\$73.52
9126	ASSISTANT EXECUTIVE DIRECTOR CDC**	\$53.33	\$56.41
5362	ASSISTANT FACILITY MANAGER	\$44.19	\$45.52
0752	ASSISTANT FAIR MANAGER	\$37.26	\$38.38
4518	ASSISTANT FIRE CHIEF	\$55.78	\$57.45
5235	ASSISTANT FLEET MANAGER	\$39.77	\$40.96
0815	ASSISTANT HUMAN RESOURCES DIRECTOR	\$61.41	\$63.25
4049	ASSISTANT PUBLIC DEFENDER*	\$71.39	\$73.53
2124	ASSISTANT PUBLIC HEALTH LABORATORY DIRECTOR	\$41.93	\$43.19
0337	ASSISTANT PURCHASING AGENT	\$37.00	\$38.11
0432	ASSISTANT RETIREMENT ADMINISTRATOR**	\$52.83	\$59.68

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
0435	ASSISTANT TAX COLLECTOR-AUDITOR	\$50.05	\$51.55
0032	ASSISTANT TO THE COUNTY ADMINISTRATOR	\$33.46	\$34.46
0433	ASSISTANT TREASURER-TAX COLLECTOR	\$52.58	\$54.16
0427	AUDIT MANAGER	\$45.89	\$47.27
2540	BEHAVIORAL HEALTH MEDICAL DIRECTOR	\$90.76	\$93.48
0852	BOARD OF SUPERVISORS STAFF ASSISTANT	\$33.66	\$34.67
1209	BUILDING DIVISION MANAGER	\$50.89	\$52.42
0850	BUSINESS DEVELOPMENT MANAGER	\$45.54	\$46.91
1038	CAPITAL PROJECTS MANAGER*	\$42.26	\$43.53
0498	CENTRAL COLLECTION MANAGER	\$38.10	\$39.24
1520	CHIEF APPRAISER	\$46.41	\$47.80
4046	CHIEF CHILD SUPPORT ATTORNEY*	\$64.87	\$66.82
1138	CHIEF DEPUTY AGRICULTURAL COMMISSIONER	\$36.88	\$37.99
1525	CHIEF DEPUTY ASSESSOR	\$57.29	\$59.01
0031	CHIEF DEPUTY CLERK OF THE BOARD	\$38.10	\$39.24
0056	CHIEF DEPUTY COUNTY CLERK	\$38.10	\$39.24
4028	CHIEF DEPUTY COUNTY COUNSEL*	\$64.87	\$66.82
4025	CHIEF DEPUTY DISTRICT ATTORNEY*	\$64.87	\$66.82
0071	CHIEF DEPUTY PUBLIC ADMIN/GUARDIAN/CONSERVATOR	\$38.10	\$39.24
4048	CHIEF DEPUTY PUBLIC DEFENDER*	\$64.87	\$66.82
0217	CHIEF DEPUTY COUNTY CLERK-RECORDER	\$42.21	\$43.48
0057	CHIEF DEPUTY REGISTRAR OF VOTERS	\$52.83	\$54.41
1108	CHIEF DEPUTY SEALER	\$36.88	\$37.99
0422	CHIEF FINANCIAL OFFICER/DEPUTY FAIR MANAGER	\$45.89	\$47.27
1522	CHIEF OF ASSESSMENT STANDARDS	\$46.41	\$47.80
0442	CHIEF RETIREMENT INVESTMENT OFFICER	\$70.08	\$72.18
2015	CLIENT CARE MANAGER	\$44.66	\$46.00
1715	COMMUNICATIONS MANAGER	\$46.25	\$47.64
0853	COMMISSION COORDINATOR	\$25.99	\$26.77
0846	COMMUNITY AND GOVERNMENT AFFAIRS MANAGER	\$59.68	\$61.47
9125	COMMUNITY DEVELOPMENT ASSISTANT MANAGER	\$40.32	\$41.53
9102	COMMUNITY DEVELOPMENT MANAGER	\$49.79	\$51.28
2531	COMMUNITY MENTAL HEALTH SECTION MANAGER	\$46.36	\$47.75
0847	COMPLIANCE/PRIVACY OFFICER	\$41.60	\$42.85
0848	COMPLIANCE AND DEPARTMENT RISK MANAGER	\$45.31	\$46.67
9105	CONTROLLER-CDC	\$45.89	\$47.27
1050	COUNTY ARCHITECT*	\$53.01	\$54.60
0903	COUNTY PUBLIC INFORMATION OFFICER	\$42.73	\$44.01
0437	DEPARTMENT ACCOUNTING MANAGER	\$40.54	\$41.76
0842	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	\$47.92	\$49.36
0826	DEPARTMENT ANALYST	\$31.32	\$32.26
0160	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	\$37.44	\$38.56
0161	DEPARTMENT INFORMATION SYSTEMS MANAGER	\$44.67	\$46.01
3085	DEPARTMENT PROGRAM MANAGER	\$34.17	\$35.20

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
1017	DEPUTY CHIEF ENGINEER	\$70.75	\$72.87
0837	DEPUTY COUNTY ADMINISTRATOR	\$59.68	\$61.47
4031	DEPUTY COUNTY COUNSEL I	\$41.45	\$42.69
4032	DEPUTY COUNTY COUNSEL II	\$45.54	\$46.91
4033	DEPUTY COUNTY COUNSEL III	\$52.38	\$53.95
4034	DEPUTY COUNTY COUNSEL IV	\$58.99	\$60.76
1041	DEPUTY DIRECTOR ENGINEERING & MAINTENANCE	\$66.70	\$68.70
1016	DEPUTY DIRECTOR ENGINEERING CONSTRUCTION	\$58.51	\$60.27
1268	DEPUTY DIRECTOR REGIONAL PARKS	\$53.99	\$55.61
1039	DEPUTY DIRECTOR TRANSPORTATION & OPERATIONS	\$66.70	\$68.70
1213	DEPUTY DIRECTOR/PLANNING	\$53.02	\$54.61
0755	DEPUTY FAIR MANAGER	\$42.85	\$44.14
2673	DEPUTY PUBLIC HEALTH OFFICER	\$80.69	\$83.11
2620	DIRECTOR OF ENVIRONMENTAL HEALTH	\$50.11	\$51.61
2674	DIRECTOR OF HEALTH PROGRAM PLANNING AND EVALUATION	\$51.25	\$52.79
2575	DIRECTOR OF PUBLIC HEALTH NURSING	\$49.35	\$50.83
0831	DIVISION DIRECTOR ADMINISTRATION HEALTH SERVICES	\$47.92	\$49.36
2695	DIVISION DIRECTOR ALCOHOL DRUG TOBACCO SERVICES	\$54.23	\$55.86
2670	DIVISION DIRECTOR PLANNING, PREVENTION, INFO & ED	\$50.11	\$51.61
2662	EMERGENCY MEDICAL SERVICES COORDINATOR	\$34.72	\$35.76
0780	EMERGENCY SERVICES COORDINATOR	\$43.93	\$45.25
0784	EMERGENCY SERVICES INFORMATION OFFICER	\$52.11	\$53.67
0786	EMERGENCY SERVICES OPERATION OFFICER	\$52.11	\$53.67
0814	EMPLOYEE RELATIONS MANAGER	\$60.38	\$62.19
5364	ENERGY & SUSTAINABILITY PROGRAM MANAGER	\$46.45	\$47.84
1015	ENGINEERING DIVISION MANAGER	\$50.89	\$52.42
0136	ENGINEERING PROGRAMMING MANAGER	\$51.17	\$52.71
1277	ENVIRONMENTAL DISCOVERY CENTER COORDINATOR	\$31.32	\$32.26
2621	ENVIRONMENTAL HEALTH AND SAFETY SECTION MANAGER	\$47.99	\$49.43
2616	ENVIRONMENTAL HEALTH PROGRAM MANAGER	\$41.51	\$42.76
0811	EQUAL EMPLOYMENT OPPORTUNITY MANAGER	\$45.57	\$46.94
0738	EXECUTIVE DIRECTOR TOURISM COUNCIL	\$42.55	\$43.83
5363	FACILITY MANAGER	\$46.25	\$47.64
0761	FAIR FINANCIAL SERVICES OFFICER	\$40.56	\$41.78
5355	FAIR GROUNDS BUILDING SUPERINTENDENT	\$39.13	\$40.30
0753	FAIRGROUNDS GOLF MANAGER	\$29.36	\$30.24
2574	FAMILY HEALTH SECTION MANAGER	\$48.13	\$49.57
9131	FEMA PROJECT MANAGER	\$46.35	\$47.74
4516	FIRE SERVICES OFFICER	\$48.36	\$49.81
2637	FIRST 5 SECTION MANAGER	\$46.36	\$47.75
5240	FLEET MANAGER	\$46.25	\$47.64
9132	FLOOD ELEVATION MANAGER	\$44.91	\$46.26
0868	GENERAL SERVICES DEPUTY DIRECTOR	\$55.47	\$57.13

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
1220	GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR	\$40.56	\$41.78
2675	HEALTH OFFICER	\$84.73	\$87.27
2634	HEALTH PROGRAM MANAGER	\$38.21	\$39.36
2672	HEALTH SERVICES CLINIC MANAGER	\$53.13	\$54.72
2541	HEALTH SERVICES DIVISION DIRECTOR	\$65.05	\$67.00
2636	HEALTH SERVICES SECTION MANAGER	\$46.36	\$47.75
2671	HEALTHY COMMUNITIES SECTION MANAGER	\$46.36	\$47.75
0805	HUMAN RESOURCES ANALYST I	\$28.58	\$29.44
0802	HUMAN RESOURCES ANALYST I - PROJECT	\$28.58	\$29.44
0806	HUMAN RESOURCES ANALYST II	\$32.90	\$33.89
0803	HUMAN RESOURCES ANALYST II - PROJECT	\$32.90	\$33.89
0807	HUMAN RESOURCES ANALYST III	\$36.99	\$38.10
0804	HUMAN RESOURCES ANALYST III - PROJECT	\$36.99	\$38.10
0812	HUMAN RESOURCES MANAGER	\$42.50	\$43.78
3089	HUMAN SERVICES DIVISION DIRECTOR	\$51.23	\$52.77
0439	HUMAN SERVICES FISCAL MANAGER	\$44.07	\$45.39
3087	HUMAN SERVICES SECTION MANAGER	\$43.71	\$45.02
9301	IHSS PUBLIC AUTHORITY DEPARTMENT ANALYST^	\$31.32	\$32.26
9300	IHSS PUBLIC AUTHORITY MANAGER^	\$50.20	\$51.71
0149	INFORMATION SYSTEM DIVISION DIRECTOR	\$55.67	\$57.34
0143	INFORMATION SYSTEMS PROJECT MANAGER	\$48.43	\$49.88
0325	INSTITUTIONAL SERVICES MANAGER	\$36.99	\$38.10
5180	INTERGRATED WASTE OPERATIONS DIVISION MANAGER	\$46.15	\$47.53
0756	INTERIM EVENTS COORDINATOR	\$36.23	\$37.32
0426	INVESTMENT AND DEBT OFFICER**	\$43.62	\$47.28
9103	LEASED HOUSING MANAGER	\$49.79	\$51.28
1248	MARINA MANAGER	\$41.32	\$42.56
0759	MARKETING AND PROMOTIONS COORDINATOR	\$36.23	\$37.32
1260	NATURAL RESOURCES MANAGER	\$42.55	\$43.83
1301	OSD ADMINISTRATIVE-FISCAL MANAGER	\$40.56	\$41.78
1289	OSD ASSISTANT GENERAL MANAGER	\$53.99	\$55.61
1297	OSD COMMUNITY RELATIONS SPECIALIST	\$38.85	\$40.02
0826	OSD DEPARTMENT ANALYST	\$31.32	\$32.26
1300	OSD FINANCIAL ANALYST	\$31.32	\$32.26
0807	OSD HUMAN RESOURCES ANALYST III	\$36.99	\$38.10
1299	OSD PROGRAM MANAGER	\$43.41	\$44.71
1267	PARK MANAGER	\$46.13	\$47.51
1258	PARK PLANNING MANAGER	\$44.78	\$46.12
1245	PARKS GROUNDS MAINTENANCE MANAGER	\$46.13	\$47.51
2420	PATIENT CARE ANALYST	\$42.85	\$44.14
0410	PAYROLL MANAGER AUDITOR CONTROLLER'S OFFICE	\$43.62	\$44.93
1206	PREAPPLICATION PROJECT COORDINATOR	\$37.93	\$39.07
0758	PREMIUM AND EXHIBIT COORDINATOR	\$37.26	\$38.38
0839	PRINCIPAL ADMINISTRATIVE ANALYST	\$50.70	\$52.22

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
0992	PRINCIPAL ENVIRONMENTAL SPECIALIST	\$42.32	\$43.59
1210	PRMD DIVISION MANAGER	\$46.07	\$47.45
3084	PROGRAM DEVELOPMENT MANAGER	\$39.32	\$40.50
0887	PROGRAM PLANNING & EVALUATION ANALYST PROJECT	\$32.46	\$33.43
0880	PROGRAM PLANNING AND EVALUATION ANALYST	\$32.46	\$33.43
0477	PROGRAM SPECIALIST	\$29.40	\$30.28
0175	PUBLIC ASSISTANCE SYSTEMS MANAGER	\$44.67	\$46.01
0176	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	\$34.22	\$35.25
1278	PUBLIC FACILITIES MANAGER	\$46.13	\$47.51
2125	PUBLIC HEALTH LABORATORY DIRECTOR	\$49.34	\$50.82
5055	PUBLIC WORKS FLEET EQUIPMENT MANAGER	\$34.78	\$35.82
5058	PUBLIC WORKS OPERATIONS COORDINATOR	\$40.13	\$41.33
0339	PURCHASING AGENT	\$42.56	\$43.84
0763	REAL ESTATE MANAGER	\$43.60	\$44.91
0058	RECORDS AND INFORMATION MANAGER	\$36.01	\$37.09
1259	RECREATION AND EDUCATION SERVICES MANAGER	\$42.55	\$43.83
0813	RECRUITMENT & CLASSIFICATION MANAGER	\$48.87	\$50.34
5190	RECYCLING MANAGER	\$46.15	\$47.53
9104	REDEVELOPMENT MANAGER	\$49.79	\$51.28
2665	REGIONAL EMERGENCY MEDICAL SERVICES MANAGER	\$46.36	\$47.75
0250	REPROGRAPHICS MANAGER	\$34.28	\$35.31
0434	RETIREMENT ACCOUNTING MANAGER**	\$43.62	\$47.28
0373	RETIREMENT BENEFITS COORDINATOR	\$31.32	\$32.26
0378	RETIREMENT BENEFITS SERVICES MANAGER	\$43.62	\$44.93
0418	RETIREMENT INVESTMENT ANALYST I	\$33.00	\$33.99
0423	RETIREMENT INVESTMENT ANALYST II	\$38.51	\$39.67
0430	RETIREMENT INVESTMENT OFFICER	\$47.54	\$48.97
1055	RIGHT OF WAY MANAGER**	\$44.42	\$47.53
0766	RISK MANAGEMENT ANALYST I	\$33.40	\$34.40
0771	RISK MANAGEMENT ANALYST I PROJECT	\$33.40	\$34.40
0767	RISK MANAGEMENT ANALYST II	\$36.74	\$37.84
0770	RISK MANAGEMENT ANALYST II PROJECT	\$36.74	\$37.84
0768	RISK MANAGEMENT ANALYST III	\$42.26	\$43.53
0764	RISK MANAGEMENT ANALYST III PROJECT	\$42.26	\$43.53
0765	RISK MANAGER	\$48.60	\$50.06
1373	ROAD OPERATIONS DIVISION MANAGER	\$46.15	\$47.53
1048	SENIOR CAPITAL PROJECT MANAGER*	\$46.10	\$47.48
0170	SENIOR DEPARTMENT INFORMATION SYSTEMS MANAGER	\$51.37	\$52.91
1037	SENIOR PROJECT SPECIALIST	\$38.42	\$39.57
0441	SENIOR RETIREMENT INVESTMENT OFFICER	\$52.83	\$54.41
0060	SHERIFFS INFORMATION BUREAU MANAGER	\$36.99	\$38.10
0830	SHERIFFS SUPPORT SERVICES MANAGER	\$42.55	\$43.83
1208	SPECIAL DISTRICT PROJECT COORDINATOR PROJECT	\$38.42	\$39.57
0832	SPECIAL DISTRICTS COORDINATOR	\$35.29	\$36.35

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
0849	SPECIAL PROJECTS DIRECTOR PROJECT	\$53.12	\$54.71
2694	SUBSTANCE USE DISORDER & COMM RECVRY SVCS SECT MGR	\$46.36	\$47.75
0419	SUPERVISING ACCOUNTANT	\$37.26	\$38.38
0808	SUPERVISING HUMAN RESOURCES ANALYST	\$42.50	\$43.78
0436	TAX ACCOUNT MANAG AUD CONT OFF	\$43.62	\$44.93
0431	TAX COLLECTION MANAGER	\$42.21	\$43.48
0986	TECHNICAL WRITING MANAGER	\$44.47	\$45.80
0809	TRAINING MANAGER	\$43.56	\$44.87
1377	TRANSIT SYSTEMS MANAGER	\$48.42	\$49.87
0429	TREASURY MANAGER	\$42.21	\$43.48
3026	VALLEY OF THE MOON CHILDREN'S HOME MANAGER	\$39.32	\$40.50
0610	VETERANS SERVICE OFFICER	\$37.08	\$38.19
0769	VOCATIONAL REHABILITATION COUNSELOR	\$41.05	\$42.28
0912	WATER AGENCY ASSISTANT GENERAL MANAGER***	\$71.60	\$77.22
1219	WATER AGENCY CAD-GIS COORDINATOR	\$40.56	\$41.78
1026	WATER AGENCY CAPITAL PROJECTS MANAGER	\$54.97	\$56.62
1019	WATER AGENCY CHIEF ENGINEER	\$79.93	\$82.33
5057	WATER AGENCY COORDINATOR*	\$55.77	\$57.44
0910	WATER AGENCY DIVISION MGR ADMINISTRATIVE SERVICES	\$57.94	\$59.68
0994	WATER AGENCY DIVISION MGR ENVIRONMENTAL RESOURCES*	\$63.06	\$64.95
0996	WATER AGENCY ENVIRONMENTAL RESOURCES MANAGER*	\$54.86	\$56.51
0911	WATER AGENCY GOVERNMENTAL AFFAIRS COORDINATOR	\$51.13	\$52.66
5127	WATER AGENCY OPERATIONS SUPERINTENDENT	\$39.26	\$40.44
1024	WATER AGENCY PRINCIPAL ENGINEER	\$65.82	\$67.79
0919	WATER AGENCY PRINCIPAL ENVIRONMENTAL SPECIALIST	\$46.20	\$47.59
1074	WATER AGENCY PRINCIPAL HYDROGEOLOGIST*	\$65.82	\$67.79
0982	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	\$44.47	\$45.80
0908	WATER AGENCY PUBLIC INFORMATION OFFICER	\$38.85	\$40.02

* Salary Adjustment effective March 1, 2016, see Appendix A-1 below

** Salary Adjustment effective July 5, 2016, see Appendix A-1 below

*** Salary Adjustment effective September 13, 2016, see Appendix A-1 below

^ IHSS position. Included only for purpose of compensation and fringe benefits pursuant to Resolution No. 04-04641, dated 6/29/04

APPENDIX A SALARY TABLES

CONFIDENTIAL - Bargaining Unit 0051

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
7401	ACCOUNT CLERK I CONFIDENTIAL	\$17.65	\$18.18
7402	ACCOUNT CLERK II CONFIDENTIAL	\$19.96	\$20.56
7415	ACCOUNTANT I CONFIDENTIAL	\$26.35	\$27.14
7416	ACCOUNTANT II CONFIDENTIAL	\$30.69	\$31.61
7404	ACCOUNTING TECHNICIAN CONFIDENTIAL	\$23.30	\$24.00
0823	ADMINISTRATIVE AIDE CONFIDENTIAL	\$24.75	\$25.49
7384	AUDITORS PAYROLL TECHNICIAN CONFIDENTIAL	\$24.56	\$25.30
0851	BOARD OF SUPERVISORS AIDE	\$24.75	\$25.49
7777	DEPUTY EMERGENCY SERVICES COORDINATOR CONF	\$31.32	\$32.26
7155	DEPT INFO SYSTEMS SPEC II PROJECT CONFIDENTIAL	\$34.21	\$35.24
7158	DEPT INFO SYSTEMS SPECIALIST I CONFIDENTIAL	\$30.18	\$31.09
7159	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	\$34.21	\$35.24
7777	DEPUTY EMERGENCY SERVICES COORDINATOR CONFIDENTIAL	\$31.32	\$32.26
7027	EXECUTIVE ASST CAO CONFIDENTIAL	\$27.03	\$27.84
0027	EXECUTIVE ASST TO SHERIFF	\$25.96	\$26.74
7022	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	\$25.97	\$26.75
7025	EXECUTIVE SECRETARY CONFIDENTIAL	\$24.56	\$25.30
7803	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	\$23.81	\$24.52
7024	IHSS PUBLIC AUTHORITY SECRETARY*	\$21.85	\$22.51
7019	LEGAL ASSISTANT CONFIDENTIAL	\$24.73	\$25.47
7020	LEGAL SECRETARY I CONFIDENTIAL	\$19.97	\$20.57
7021	LEGAL SECRETARY II CONFIDENTIAL	\$22.93	\$23.62
7001	OFFICE ASSISTANT I CONFIDENTIAL	\$15.72	\$16.19
7002	OFFICE ASSISTANT II CONFIDENTIAL	\$17.52	\$18.05
7011	OFFICE ASSISTANT TRAINEE CONFIDENTIAL	\$14.83	\$15.27
0030	OFFICE SUPPORT SUPERVISOR BOARD OF SUPERVISORS	\$27.26	\$28.08
7007	OFFICE SUPPORT SUPERVISOR CONFIDENTIAL	\$23.64	\$24.35
7382	PAYROLL CLERK CONFIDENTIAL	\$23.37	\$24.07
7130	PROGRAMMER ANALYST CONFIDENTIAL	\$35.02	\$36.07
7101	RECEPTIONIST CONFIDENTIAL	\$19.96	\$20.56
7023	SECRETARY CONFIDENTIAL	\$21.85	\$22.51
7403	SENIOR ACCOUNT CLERK CONFIDENTIAL	\$22.00	\$22.66
7003	SENIOR OFFICE ASSISTANT CONFIDENTIAL	\$19.96	\$20.56
7009	SENIOR OFFICE SUPPORT SUPERVISOR CONFIDENTIAL	\$26.00	\$26.78
7129	SENIOR PROGRAMMER ANALYST CONFIDENTIAL	\$41.87	\$43.13
7372	SENIOR RETIREMENT BENEFITS SPECIALIST CONFIDENTIAL	\$26.35	\$27.14

*IHSS position. Included only for purpose of compensation and fringe benefits pursuant to Resolution No. 04-04

APPENDIX A SALARY TABLES

DEPARTMENT HEADS - Bargaining Unit 0052

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
1142	AGRICULTURAL COMMISSIONER-SEALER	\$67.18	\$69.20
3240	CHIEF PROBATION OFFICER	\$67.05	\$69.06
0816	DIRECTOR HUMAN RESOURCES	\$74.04	\$76.26
4600	DIRECTOR INDEPENDENT OFF OF LAW ENF REV & OUTREACH	\$62.80	\$64.68
0876	DIRECTOR OF CHILD SUPPORT SERVICES	\$66.83	\$68.83
4520	DIRECTOR OF FIRE AND EMERGENCY SERVICES	\$69.88	\$71.98
2677	DIRECTOR OF HEALTH SERVICES	\$80.15	\$82.55
3090	DIRECTOR OF HUMAN SERVICES	\$75.88	\$78.16
1270	DIRECTOR OF REGIONAL PARKS	\$67.50	\$69.53
1042	DIRECTOR OF TRANSPORTATION & PUBLIC WORKS	\$77.46	\$79.78
1215	DIRECTOR PERMINT AND RESOURCE MANAGEMENT	\$70.02	\$72.12
0741	EXECUTIVE DIRECTOR ECONOMIC DEVELOPMENT BOARD	\$59.68	\$61.47
9101	EXECUTIVE DIRECTOR SONOMA COUNTY CDC	\$68.32	\$70.37
0750	FAIR MANAGER	\$58.53	\$60.29
0870	GENERAL SERVICES DIRECTOR	\$72.16	\$74.32
0150	INFORMATION SYSTEM DIRECTOR	\$72.19	\$74.36
0844	LAFCO EXECUTIVE OFFICER	\$46.00	\$47.38
0845	LAFCO EXECUTIVE OFFICER	\$119.48	\$123.06
1290	OSD GENERAL MANAGER	\$67.50	\$69.53
4050	PUBLIC DEFENDER	\$80.93	\$83.36
0425	RETIREMENT ADMINISTRATOR**	\$85.84	\$88.42
5191	WASTE MANAGEMENT AGENCY EXECUTIVE DIRECTOR	\$46.15	\$47.53
1020	WATER AGENCY GENERAL MANAGER*	\$89.43	\$99.92

* Salary Adjustment effective July 5, 2016, see Appendix A-1 below

**In concurrence with Resolution No. 98-1330, the Board of Retirement and the Board of Supervisors cooperate in an exchange of information and consultation prior to the Board of Retirement taking final action regarding the Retirement Administrator salary scale.

APPENDIX A SALARY TABLES

FLAT RATES

Job Code	Job Title	A Step Rate (March 1, 2016)	A Step Rate (March 14, 2017)
0819	ADMINISTRATIVE AIDE EDB EXTRA HELP	\$16.60	\$17.10
8108	AUDITOR CONTROLLER/TREASURER/TAX COLLECTOR	\$106.08	\$109.26
0845	COUNTY ADMINISTRATOR	\$119.48	\$123.06
8105	COUNTY CLERK-RECORDER-ASSESSOR	\$85.34	\$87.90
4035	COUNTY COUNSEL	\$104.60	\$107.74
8101	DISTRICT ATTORNEY	\$102.61	\$107.34
3395	KEEPER	\$42.45	\$43.72
4061	LIFEGUARD-A EXTRA HELP	\$15.85	\$16.33
4062	LIFEGUARD-B EXTRA HELP	\$17.05	\$17.56
4063	LIFEGUARD-C EXTRA HELP	\$18.32	\$18.87
0834	SENIOR ADMINISTRATIVE AIDE EDB EXTRA HELP	\$22.26	\$22.93
8103	SHERIFF-CORONER	\$97.59	\$100.52
4067	SUPERVISING LIFEGUARD – A EXTRA HELP	\$19.67	\$20.26
4068	SUPERVISING LIFEGUARD – B EXTRA HELP	\$20.79	\$21.41
4069	SUPERVISING LIFEGUARD – C EXTRA HELP	\$21.94	\$22.60

**APPENDIX A-1
SALARY AJDUSTMENTS**

**Salary Adjustments Effective March 1, 2016
(Prior to application of 3% COLA)**

Job Code	Job Title	Adjustment	New A Step Rate
4030	ASSISTANT COUNTY COUNSEL	3.30%	\$69.31
4040	ASSISTANT DISTRICT ATTORNEY	3.30%	\$69.31
4049	ASSISTANT PUBLIC DEFENDER	3.30%	\$69.31
1038	CAPITAL PROJECTS MANAGER	2.45%	\$41.03
4028	CHIEF DEPUTY COUNTY COUNSEL	3.30%	\$62.98
4025	CHIEF DEPUTY DISTRICT ATTORNEY	3.30%	\$62.98
4048	CHIEF DEPUTY PUBLIC DEFENDER	3.30%	\$62.98
4046	CHIEF CHILD SUPPORT ATTORNEY	3.30%	\$62.98
1050	COUNTY ARCHITECT	4.17%	\$51.47
1048	SENIOR CAPITAL PROJECTS MANAGER	4.24%	\$44.76
5057	WATER AGENCY COORDINATOR	9.00%	\$54.17
0994	WATER AGENCY DIVISION MANAGER - ENVIORNMENTAL RESOURCES AND PUBLIC AFFAIRS	7.20%	\$61.22
0996	WATER AGENCY ENVIORNMENTAL RESOURCES MANAGER	7.20%	\$53.26
1074	WATER AGENCY PRINCIPAL HYDROGEOLOGIST	12.84%	\$63.90

Salary Adjustments Effective July 5, 2016

Job Code	Job Title	Adjustment	New A Step Rate
1020	WATER AGENCY GENERAL MANAGER	8.48%	\$97.01
0426	INVESTMENT AND DEBT OFFICER	5.23%	\$45.90
0432	ASSISTANT RETIREMENT ADMINISTRATOR	9.67%	\$57.94
0434	RETIREMENT ACCOUNTING MANAGER	5.23%	\$45.90
1055	RIGHT OF WAY MANAGER	3.90%	\$46.15
4039	ASSISTANT DISTRICT ATTORNEY LIMITED TERM	3.29%	\$71.38
9126	ASSISTANT EXECUTIVE DIRECTOR CDC	2.70%	\$54.77
2537	FORENSIC PSYCHIATRIST	2.01%	\$95.22

Salary Adjustments Effective July 5, 2016

Job Code	Job Title	Adjustment	New Flat Rate
8101	DISTRICT ATTORNEY	1.56%	\$104.21

Salary Adjustments Effective September 13, 2016

Job Code	Job Title	Adjustment	New Flat Rate
0912	WATER AGENCY ASSISTANT GENERAL MANAGER	5%	\$74.97

(

INDEX

<u>Provision</u>	<u>Page</u>
(Staff Development) <u>Non-Grievable</u>	22
A	
<u>Active Employee Health Plans</u>	23
ADMINISTRATION OF SALARY SCHEDULE	8
<u>Allocation List</u>	4
ALLOCATION OF POSITIONS	4
APPLICABILITY	1
<u>Assessment Appeals Board</u>	6
<u>Automobile Expense Reimbursement - Department Heads, Assistant County Administrator</u>	19
B	
BAR DUES	77
<u>Base Hourly Rate</u>	4
Bilingual Pay	16
<u>Bilingual Pay - Daily Assignment</u>	16
Bilingual Pay - Termination of	16
<u>Board of Building Appeals</u>	6
BOARDS and COMMISSIONS	6
<u>BZA, LAFCO, Planning Commission, and Civil Service Commission</u>	6
C	
Call-Back	18
<u>Candidate Travel Reimbursement</u>	7
<u>Catastrophic Leave/Decedent's Benefit</u>	2
CLOTHING AND EQUIPMENT	19
COBRA	30
<u>Compassionate Leave</u>	71
<u>Compensatory Time Off - Payment at Separation</u>	57
<u>Compensatory Time Off (CTO) - Authorization for Use</u>	57
<u>Compensatory Time Off (CTO) - Cash Pay Only</u>	57
<u>Compensatory Time Off (CTO) - County Choice</u>	56
CONFLICT OF INTEREST/INCOMPATIBLE ACTIVITIES	78
Continuation of Health Benefits Coverage	30
Continuation of Insurance Contributions During Unpaid Absence or Leave Without Pay	29
<u>Continuing Education Leave</u>	21
<u>Continuous Service</u>	76
CONTINUOUS SERVICE AND REPORTING LEAVES	76
County Contribution toward Retiree Medical Plans – Employees Hired Before January 1, 1990	35
<u>County Contribution toward Retiree Medical Plans - Employees Hired Before January 1, 2009</u>	37
<u>County Contribution toward Retiree Medical Plans – Employees Hired On or After January 1, 1990 but Before January 1, 2009</u>	35
<u>County Contribution toward Retiree Medical Plans - Employees Hired On or After January 1, 2009 - Effective January 1, 2009</u>	45
County Contributions Toward Active Employee Medical Administrative Management and Department Heads	24
County Contributions Toward Active Employee Medical- For Eligible Unrepresented Confidential (BU 0051) and Unrepresented (BU 0000) Full-Time and Part-Time Employees	24
County Offered Medical Plans	24
COURT LEAVE	75
D	
DEFERRED COMPENSATION	22
<u>Deferred Compensation – Voluntary Plan</u>	23
<u>Dental and Vision Benefits for Elected Department Head Retirees</u>	48
Dental Benefits	25
DIRECT DEPOSIT	82
DISASTER LEAVE	77

INDEX

<u>Provision</u>	<u>Page</u>
Dual Position.....	4
E	
Elimination of Floating Holidays and Eve Holiday Hours.....	58
Emergency (Meals).....	49
Employee Assistance Program	28
Employee Choice on Compensatory Time Off.....	56
Employee Units.....	1
Employer Pick-Up of Employee’s Share of Retirement Contribution – Not Allowed	82
Enrollment in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans.....	24
Excluded from Rate of Pay (Meal and Lodging).....	49
Extra-Help.....	6
Extra-Help Employees	16
Extra-Help Employees – Applicable Benefits.....	31
Extra-Help Employees - Medical Benefits.....	31
Extra-Help Employees - Medical Benefits Eligibility	31
Extra-Help Employees: Continued Coverage and Conditions for Regaining Eligibility for Medical Plan.....	32
Extra-Help Employees: Contribution Rates for Medical Plan	31
Extra-Help Employees: Enrollment in Medical Plan	33
Extra-Help Employees: Medical Benefits & Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or California Pregnancy Disability Leave (CPDL).....	33
Extra-Help Employees: Medical Plan - Dependent Coverage.....	33
F	
Facilities Assignment Premium Pay.....	17
Family and Medical Leave	75
Family Care and Medical Leave - Procedures, Definitions, and Forms.....	75
Family Care and Medical Leave - County’s Response To Leave Request	75
Family Care and Medical Leave - Employee’s Status On Returning From Leave.....	75
Family Care and Medical Leave - Medical Certification.....	74
Family Care and Medical Leave - Notice to the County.....	74
Family Care and Medical Leave - Relationship To Pregnancy Disability Leave.....	74
Family Care And Medical Leave Entitlement.....	72
Family Care And Medical Leave To Care For A Covered Service Member With A Service Injury Or Illness	73
Family Care and Medical Leave Under FMLA and CFRA.....	72
Family Care Medical Leave - Pay Status And Benefits.....	73
Fees	50
Flat Rates	4
H	
HEALTH AND WELFARE BENEFITS FOR ACTIVE EMPLOYEES	23
Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay.....	29
Health Reimbursement Arrangement (HRA) Contribution	27
HOLIDAYS.....	57
Holidays - Compensation For	58
Holidays - Day Observed.....	58
Holidays – Paid	58
Hourly Cash Allowance	50
HOURS OF WORK.....	51
Hours of Work – Purpose of this Section.....	51
I	
Incentive Retirement Savings Plan	22
In-Service Training	21
INVALID SECTIONS.....	78

INDEX

<u>Provision</u>	<u>Page</u>
IRS Section 125	30
<u>Issuance (Clothing/Equipment)</u>	19
J	
JURY DUTY	76
K	
<u>Keeper</u>	7
L	
<u>Lay Off - Applicability</u>	77
Lay Off - <u>Medical</u>	77
Lay Off - <u>Notice</u>	77
Lay Off - <u>Severance Period</u>	77
LAYOFF POLICY AND BENEFITS	77
<u>Leaves of Absence Without Pay Usage Reference Table</u>	70
Life Insurance	26
<u>Long-Term Disability</u>	28
Long-Term Disability Claims Dispute	28
M	
<u>Meal Period - Non-Duty-Free</u>	54
<u>Meal Periods – Duty Free</u>	54
MEALS AND LODGING	49
MEDICAL BENEFITS FOR RETIREES	34
<u>Medical Examinations</u>	70
<u>Medical/Pregnancy Disability Leave</u>	29
<u>Medicare Part B Reimbursement</u>	45
<u>Merit – Special Advancement</u>	13
<u>Merit Advancement</u>	13
<u>Merit Increase - Effective Date</u>	14
Merit Increase – Total Hours Required	13
<u>Mileage and Expenses- Boards</u>	7
<u>Mileage Reimbursement</u>	18
MILEAGE REIMBURSEMENT	18
MISCELLANEOUS LEAVES	70
MISCELLANEOUS PROVISIONS	78
N	
<u>Nepotism</u>	1
<u>NSCAPC Board</u>	6
Number of Positions	4
O	
One-time, Lump-Sum, Non-Recurring And Non-Pensionable Payment	50
<u>Other Boards and Commissions</u>	7
OTHER COMPENSATION	50
<u>Overtime - Compensation for Non-Exempt Employees</u>	56
<u>Overtime – FLSA</u>	54
<u>Overtime – FLSA Overtime Not Cumulative</u>	55
OVERTIME AND COMPENSATORY TIME	54
<u>Overtime –Assignment of</u>	55
<u>Overtime Compensation for Exempt Employees</u>	56
<u>Overtime Earned</u>	56
<u>Overtime for Exempt Emergency Services Managers</u>	57

INDEX

<u>Provision</u>	<u>Page</u>
<u>Overtime In a Board-Designated Emergency</u>	57
<u>Overtime -Non-Statutory - Exempt Employees</u>	55
<u>Overtime -Non-Statutory - Non-Exempt Employee</u>	55
P	
<u>Part-Time Employee – Health Benefits</u>	27
<u>Part-Time Employees – Health Benefits During Leave of Absence</u>	30
<u>Patient Care Manager/Family Nurse Practitioner Certified</u>	17
<u>PAY PERIODS</u>	3
<u>Pay Status</u>	4
<u>Payment for In-Service Training</u>	21
<u>Personal Property Reimbursement</u>	19
<u>Phone Work Compensation</u>	18
<u>Plan Documents and Other Controlling Documents</u>	31
<u>Premium - P.O.S.T.</u>	14
<u>Premium - Shift Differential</u>	15
<u>Premium Pay - Confidential Employees</u>	15
<u>Premium Pay - Nurse Practitioner/Physician Assistant</u>	15
<u>Premium Pay for Detention & PES/CSU Facilities</u>	16
<u>Probation and Sheriff's Departments (Meals & Lodging)</u>	49
<u>PST/457 Deferred Compensation Retirement Plan</u>	23
R	
<u>Recording And Reporting Leave Taken</u>	77
<u>Recruitment and Retention Bonus</u>	7
<u>Relationship of Family Care and Medical Leave to Other Leaves</u>	73
<u>Rest Periods</u>	54
<u>Retiree Medical Coverage</u>	34
<u>Retirement – General Employees Hired On Or After January 1, 2013</u>	79
<u>Retirement – General Employees Hired On Or Before December 31, 2012</u>	79
<u>Retirement – Safety Employees Hired On Or After January 1, 2013</u>	80
<u>Retirement – Safety Employees Hired On Or Before December 31, 2012</u>	81
<u>Retirement Board</u>	6
S	
<u>Sabbatical leave</u>	
<u>Elected County Officials</u>	50
<u>Sabbatical Leave</u>	
<u>Approval</u>	49
<u>Continuation of Benefits</u>	49
<u>Requirements</u>	49
<u>SABBATICAL LEAVE</u>	49
<u>Safety Shoes/Boots</u>	20
<u>Salaries</u>	8
<u>Salary – Consideration Upon Reappointment or Return</u>	8
<u>Salary - Extra-Help to Permanent and Extra-Help to Extra-Help Appointments</u>	9
<u>Salary - Upon Promotion</u>	10
<u>Salary - Upon Transfer</u>	12
<u>Salary Enhancement Plans</u>	30
<u>Salary for Extra-Help Employment on Three Step Range</u>	14
<u>Salary Reduction In Pay Upon Discipline</u>	14
<u>SALARY SCALES</u>	3
<u>SALARY SCHEDULE</u>	3
<u>Salary Upon Demotion During Probation (Failed Probation)</u>	10
<u>Salary Upon Employment</u>	8

INDEX

<u>Provision</u>	<u>Page</u>
<u>Salary Upon Involuntary Demotion</u>	10
<u>Salary Upon Promotion</u>	9
<u>Salary Upon Reallocation of Class</u>	12
<u>Salary Upon Reappointment from Voluntary Demotion</u>	11
<u>Salary Upon Reclassification of Position - Higher Salary Scale</u>	12
<u>Salary Upon Reclassification of Position - Lower Salary Scale</u>	12
<u>Salary Upon Reclassification of Position - Same Salary</u>	12
<u>Salary Upon Restoration</u>	9
<u>Salary Upon Voluntary Demotion</u>	11
Schedule - Alternative Work Schedules	52
<u>Schedule – Employee Request for Change in Work</u>	53
Schedule - Flex-Time Schedule	52
<u>Schedule – Notice Required for Change in Work</u>	53
<u>Schedule – Voluntary Exchanges of Work</u>	53
SECTION 8 - PREMIUM PAY	14
Services	1
Short-Term Disability - Payroll Deduct	3
Sick Leave – Conversion at Retirement	69
<u>Sick Leave - Distribution at Disability Retirement</u>	70
<u>Sick Leave – Payoff at Regular Retirement</u>	69
<u>Sick Leave Benefit For Employees in Allocated Positions (Not Extra Help)</u>	62
Sick Leave Required Documentation	65
Sick Leave Use	62
Sick Leaved Accrual and Use	62
<u>Sonoma County Fairgrounds (temporary quarters)</u>	49
Special Districts	1
<u>Staff Development</u>	
<u>Guidelines</u>	21
<u>Staff Development - Computer Hardware, and Mobile Devices</u>	20
STAFF DEVELOPMENT & WELLNESS	20
Staff Development and Benefit Allowances	20
STAND-BY	17
Stand-By Compensation	17
<u>Stand-By Defined</u>	17
Substitute Position	4
Surviving Dependent – County Contribution beginning June 1, 2009 for Employees Hired Before January 1, 2009	48
<u>Surviving Dependent – County Contribution for Employees Hired On or After January 1, 2009</u>	48
<u>Surviving Dependent – County Contribution through May 31, 2009 for Employees Hired Before January 1, 2009</u>	47
T	
Temporary Assignment to a Higher Class	11
Temporary Promotion - Merit Increase Eligibility	11
Time Off for Donating Blood	75
TITLE	1
<u>Types of Employment</u>	51
V	
VACATION	59
Vacation - Accrual Rates	59
<u>Vacation - Extra-Help Employees</u>	62
<u>Vacation - Maximum Accumulation</u>	59
<u>Vacation - Part-Time Employees</u>	59
<u>Vacation - Payment for Unused Vacation</u>	61
<u>Vacation Accrual Upon Reappointment</u>	60
Vacation Purchase Plan- Suspended	61

INDEX

<u>Provision</u>	<u>Page</u>
<u>Vacation Purchase Plan-Part-Time Employees- Suspended</u>	62
<u>Vacation Schedules</u>	61
Vision Benefits.....	26
VOTING.....	76
<i>W</i>	
<u>Wellness/Physical Fitness</u>	21
<u>Work Schedule</u>	52
<u>Workers' Compensation Claims Disputes</u>	28
Workers' Compensation Temporary Disability – Supplementing with Paid Leave	28

Revised 6/14/2016