About

The County of Sonoma is committed to providing efficient and high quality services to the community and recognizes the knowledge, skills, and well being of our workforce are critical to achieving this goal. Therefore, the employee Staff Development Benefit Allowance Program has been developed to encourage learning and wellness. Specifically, the Staff Development Benefit Allowance Program provides an annual reimbursement allowance, as negotiated by collective bargaining or contained in the Salary Resolution, to assist County employees achieve professional and educational growth and achieve wellness and physical fitness goals to ensure healthy lifestyles.

The Program covers work-related expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and equipment. Additionally, the program may also be used for wellness activities by allowing participation in a wide variety of activities that promote emotional and physical fitness that are not medically necessary and would not otherwise be covered through a County-offered health plan.

All benefits provided under this Program are subject to applicable provisions of federal and/or state law, and County policies and procedures, as approved by the County Administrator and the Board of Supervisors. These policies and procedures include, but are not limited to the County Travel and Meal Reimbursement Policy, Vehicle Use Policy, Policy on Purchasing, and the Departmental Computer Use Policy.
How to File a Reimbursement Claim

Employee reimbursement claims must be filed electronically using the prescribed eForm. Instructions and link to the eForm:

- Submitting Your Claim (PDF: 311 kB)
- eForm (http://sonomacounty.ca.gov/HR/Employee-Resources/eForms/)

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Staff Development Program Details

What's on this Page

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Reimbursements require proof of payment: an itemized payment receipt showing date and method of payment, payor, payee, and item(s) or service(s) paid for. Bank/credit card statements are acceptable but must include the employee name.

Eligible Expenses

Examples of eligible expenses, exceptions and exclusions are listed for each category, including a general explanation of which expenses are taxable and any restrictions that may apply.

- Professional and Educational Expenses
- Wellness & Physical Fitness Expenses
- Computer Hardware and Mobile Device Expenses

Exceptions and Exclusions

The following provides a list of exclusions with examples. This list is NOT all inclusive, and the County reserves the right to exclude any expense which may not conform to the intent for the use of County funds or resources.

*Employees are encouraged to seek guidance from the Department of Human Resources, Benefits Unit for clarification of these exclusions and reimbursable expenses before incurring the expense.*

Computer Hardware & Mobile Devices
- Financing or installment agreement for computer / mobile devices. Only the monthly installment bill with proof of payment is eligible for reimbursement.
- Consumable computer / laptop supplies (paper, ink cartridges, etc.)
- Service, maintenance agreements, warranties, or repair costs for qualified hardware
All costs associated with an internet service provider, including telephone charges, software and equipment

Professional & Educational
- General office supplies and equipment
- Magazine subscriptions, newspapers, periodicals or journals of general circulation, such as Time, Newsweek, Press Democrat, Wall Street Journal, etc.
- Consumable computer/laptop supplies (paper, ink cartridges, etc.)
- Internal modifications to County-owned computers or equipment
- Service, maintenance agreements, warranties, or repair costs for qualified hardware
- Interest costs on leases, lease purchases, loans, etc. for the purchase of qualified hardware or mobile devices.
- Student loans, interest costs, loan fees
- All costs associated with an internet service provider, including telephone charges, software and equipment
- Social events or luncheons that are not directly related to County business are not reimbursable
- Tips are not reimbursable under Professional and Educational Expenses

Wellness & Physical Fitness
- Physical fitness or athletic clothing and apparel, including hats, and sunglasses
- Swimming pools, spas, saunas, hydrotherapy pools, or other similar items
- Martial arts supplies and equipment which are considered weapons or combative devices, such as knives, swords, nunchucks, batons
- Any expenditure related to hunting, fishing and camping and other outdoor activities not specifically outlined in the list of physical fitness activities. Outdoor activities which include physical fitness activity such as hiking boots used to promote physical activity in conjunction with hunting are acceptable
- Lockers and locks
- Food, food and nutritional supplements, food preparation equipment
- Maintenance agreements, service, or repair costs for eligible equipment. (Examples include bike repairs, tennis racket re-stringing, golf club shaft repairs)
- Live-in residential dietary / weight loss programs
- Any expenditures related to motorized vehicles or equipment (i.e. golf carts, boats)
- Cost of animals, animal boarding, rental fees or expenses associated with storing or maintaining animals or physical fitness equipment used to participate in a fitness activity
- Any equipment related to physical fitness activities involving animals, including saddles, tack, leashes, harnesses, lead ropes. This exclusion does not include safety equipment which may be necessary to participate in the physical fitness activity, such as boots, riding helmets, and gloves
- Tips are not reimbursable under Wellness

What is My Annual Allowance?
Generally, full and part time employees are eligible for this benefit. Specific benefits and eligibility vary according to the Memorandum of Understanding (MOU) for each Bargaining Unit or the Salary Resolution for unrepresented employees.

The annual allowance is the amount of reimbursable funds as negotiated for your Bargaining Unit and authorized by the Board of Supervisors.

Annual benefit allowances are provided on a fiscal year basis, from July 1 to June 30 annually.

For more information, see Reimbursement Allowance by Bargaining Unit
Tracking Your Balance

Human Resources maintains benefit allowances in the Staff Development Database.

The benefit allowance balance reflects claims that have been processed and forwarded to Auditor-Controller-Treasurer-Tax Collector (ACTTC) Payroll for reimbursement in your payroll check.

To verify your current benefit balance:

Staff Development Benefit Database »
(http://sc-intranet/hr/content.aspx?sid=1026&id=2268)

Tax Status

All benefits provided through this Program are subject to tax requirements of the Internal Revenue Code, and any other applicable federal and/or state law relating to the provision of employment fringe benefits. Fringe benefits for employees are considered taxable wages, unless specifically excluded by relevant sections of the Internal Revenue Code. The eligible reimbursable benefits provided through the Staff Development and Wellness Allowance Program are primarily governed by IRC §132.

Only those benefits which are directly related to or required for your job with the County of Sonoma are non-taxable, as defined by federal and/or state law and can be excluded from taxable wages, otherwise the reimbursement amount is considered a taxable wage and will be taxed through payroll. According to the IRS, benefits are excluded from federal gross income as a working condition fringe benefit to the extent, if you had paid the expense yourself, you could claim the expense as a deductible business expense under IRC §162.
Professional and Educational Expenses

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What Benefits are Taxable and Non-Taxable?

To be excluded from taxable wages, the working condition fringe benefits for professional and educational assistance reimbursements for governmental employees must be:

- Job-related and either necessary to maintain or improve current job skills, or is required training or education by the employer. It must be directly related to the employees’ current job classification.
- To be non-taxable, the educational course cannot be used to meet the minimum educational requirements of the current job or would otherwise qualify the employee for a new job outside of the job class.
- To be non-taxable, the expense must actually be incurred by the employee.

Examples of Taxable Expenses

- Educational courses are considered taxable if they are not directly job related, needed to meet the minimum educational requirements of the current job, or used to get a new job in a different job class. For example, a Senior Office Assistant going to school to obtain an Associate of Arts degree in Science.
- Educational courses to acquire a license or special certifications, leading to a new job class or trade. For example, an Accountant taking classes to become a Certified Public Accountant and an Account Clerk taking classes to become a Public Health Nurse or a Mechanic studying to become an Engineer.

Examples of Non-Taxable Expenses

- Educational courses, seminars, or professional conferences that are directly job-related. A course qualifying an employee for a new position within the same or similar job class would be non-taxable. For example, an Account Clerk I enroll in an advanced accounting course to be able to be promoted to an Account Clerk II.
- All County sponsored or required training.
- Other educational expenses that qualify as non-taxable include registration, tuition, books, supplies and equipment for the job-related class, training or conference and travel, transportation and temporary housing costs (hotel) to attend the class, training, or conference.

Please Note: For County of Sonoma employees, working condition fringe benefits covered by this program are separate from training or other job-related tools, equipment or assistance provided by or paid directly by the County department or other funding source. Depending on your union/association, items such as uniforms, tools and equipment may not be part of your fringe benefit allowance program but, rather, are provided directly through department funds; however their taxability as a working condition fringe benefit remains the same.
Computer Software

**Tax Treatment:** Non-taxable

**Reimbursable expenses include:**
- Educational and reference material
- Application software

**Please Note:**
- Software must be directly related to your current job.

Education

**Tax Treatment:** Taxable

Education required to enable you to meet the minimum educational requirements for your current job, or education which will lead you to another job with the County of Sonoma.

**Reimbursable expenses include:**
- Registration-related expenses and textbooks
- Parking
- Travel and lodging
- Meals
- Materials related to job promotions
- Mileage reimbursement

**Please note:**
- Includes tuition, registration fees, ID badge, mandatory health fees, lab fees, and textbooks
- Costs must be associated with approved courses

**Tax Treatment:** Non-Taxable

Education that maintains or improves skills required in your current job, or is required expressly by the employer or applicable law.

**Reimbursable expenses include:**
- County-sponsored or required training
- Registration related expenses and textbooks
- Parking
- Travel and lodging
- Meals
- Materials related to job promotions
- Mileage Reimbursement
- Student Activity Fee

**Please note:**
- Includes tuition, *registration* fees, ID badge, mandatory health fees, lab fees, and textbooks.
- *Costs must be associated with approved courses*
- Lunch purchased at a training event is taxable
- Student Health Fee excluded

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Job-Related Tools and Uniforms

**Tax Treatment:** Non-taxable

**Reimbursable expenses include:**
- Tools
- Safety gear
- Uniforms

**Please note:**
- Items must be directly related to your current job.
- Only as specified for certain Bargaining Units.

Licenses and Certifications

**Tax Treatment:** Non-taxable

**Reimbursable expenses include:**
- Professional Licenses and Certifications - Required and highly desired professional licenses and certifications.
- Commercial Licenses - Fee payments related to a Class A or Class B commercial driver license. (Excludes Class C driver licenses)

**Please note:**
- Licenses and certifications must be directly related to or required by your current job as defined in the job class specification.
- Only as specified for certain Bargaining Units.

Membership Dues

**Tax Treatment:** Non-taxable

**Reimbursable expenses include:**
- Dues to professional or technical organizations.

**Please note:**
- Organizations must be directly related to your current job or work assignment.

Professional Meetings, Seminars, Conferences

**Tax Treatment:** Non-taxable

**Reimbursable expenses include:**
- Registration
- Textbooks
- Parking
- Travel and lodging
- Meals
- Mileage Reimbursement

**Please note:**
- Events must be directly related to your current job with the County.
- Social events and luncheons not related to County business are not reimbursable.
- Lunch purchased at a one day event is taxable

Reading and Media Material

**Tax Treatment:** Non-taxable

**Reimbursable expenses include:**
- Books
- Professional or technical journals
- Periodicals
- CD's/DVD's

**Please note:**
- Materials must be directly related to your current job. *Excludes magazine subscriptions, newspapers, periodicals or journals of general circulation.*

Exceptions and Exclusions

The following provides a list of exclusions with examples. This list is NOT all inclusive, and the County reserves the right to exclude any expense which may not conform to the intent for the use of County funds or resources. *Employees are encouraged to seek guidance from the Department of Human Resources, Benefits Unit for clarification of these exclusions and reimbursable expenses before incurring the expense.*

- General office supplies and equipment
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- Student loans, interest costs, loan fees
- All costs associated with an internet service provider, including telephone charges, software and equipment
Social events or luncheons that are not directly related to County business are not reimbursable

- Tips are not reimbursable under Professional and Educational Expenses

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In support of the Board of Supervisors initiative to be the healthiest county in California by the year 2020, the County provides this annual allowance which can be used towards a variety of options which promote physical activity, wellness and work-life balance. The goal is to provide County employees as many options and as much flexibility as possible to find a physical activity which promotes aerobic exercise, flexibility, and/or strength training.

In support of the County’s Strategic Plan to invest in the local economy and to promote “LIVE-WORK-PLAY SONOMA,” County employees have access to a wide variety of activities, services, equipment and products within Sonoma County and are encouraged to “Buy Local”.

You can access other physical fitness and wellness ideas on the Healthy Habits webpage (sonomacounty.ca.gov/HR/Benefits/Healthy-Habits/). You can also go to Kaiser Permanente Find Your Thing which promotes aerobic exercise, flexibility, and strength training.

What Benefits are Taxable and Non-Taxable?

The County recognizes there are a wide variety of activities that lead to improved physical fitness and emotional health. Generally accepted and proven forms of activities that lead to improved physical or emotional health may be considered reimbursable activities. The general guideline is the activity must be:

- Educational and/or action oriented designed to modify lifestyles or behaviors
- Increase body awareness or improve muscular, skeletal or cardio strength, flexibility or stability
- Activities related to emotional health and physical fitness, and equipment necessary to participate safely in the activity may be reimbursed.

Requirements for Wellness and Physical Fitness reimbursement

- Reimbursement for all wellness and physical fitness are taxable.

Donations to Sheriff's Department On-site Athletic Facilities

Certain designated employees (as outlined in the applicable Memorandum of Understanding) may make contributions from the allowance for on-site athletic facilities. Such contributions are non-taxable.
Entry, Registration, Participation, and League Fees

**Tax treatment:** taxable

**Reimbursable expenses include:**

- Fees for participation in group, team, or league sporting activities
- Softball League
- Golf League
- Foot Race Entry Fees (5k, 10k, Marathon, Sonoma County Human Race, etc.)
- Bicycle Race Entry Fees (Le Tour de Fuzz, Sonoma County Backroad Challenge, etc.)

**Please note:**

- Fees for individual employee participating on a team only. Fee for entire team excluded.

Fitness Classes

**Tax treatment:** taxable

**Reimbursable expenses include:**

- Physical fitness / exercise classes, certified trainers
- Yoga
- Pilates
- Zumba
- Boot Camp
- T’ai Chi
- Indoor Group Cycling

**Please note:**

- Travel, lodging, and food are not reimbursable under Wellness.

Health and Wellness Promotion & Education

**Tax treatment:** taxable

Stress reduction programs, work-life balance, wellness workshops, conferences, on-line training.

**Reimbursable expenses include:**

- Classes and educational programs with primary focus to improve health and wellness.
- Wellness workshops, on-line training
- Includes meditation, massage, and acupuncture.
Health Club Membership

**Tax treatment:** taxable

To pursue or maintain personal health and physical fitness.

**Reimbursable expenses include:**

- Offsite health clubs
- Physical fitness/exercise classes

**Please note:**

- Locations within Sonoma County or county of residence are encouraged but not required.

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Onsite Workplace Athletic Facilities

**Tax treatment:** taxable

**Reimbursable expenses include:**

On-site workplace athletic facilities and/or wellness and physical fitness programs offered by employer

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Park Passes

**Tax treatment:** taxable

Promotes outdoor physical activity and utilization of all local, state, and federal public park systems.

**Reimbursable expenses include:**

- Annual cost for an individual park pass.

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Personal Training

**Tax treatment:** taxable

Personalize focus to improve form, modify impact to reduce sports injury, advice, and coaching.

**Reimbursable expenses include:**

- Strength training
- Pilates reformer training
- Personal training
- Suspension System training
- Fitness Assessments

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Physical Fitness Products & Equipment

**Tax treatment:** taxable

**Reimbursable expenses include:**

- Exercise videos, DVD's, software, books, and periodicals.
- Sporting and exercise equipment, athletic safety and protective gear, running shoes, weights, gloves, exercise mats.
- Excludes clothing, fitness apparel, and uniforms.

Recreational Classes & Sport Lessons

**Tax treatment:** taxable

Individual or group lessons with a primary focus aimed at gaining skills or improving technique in a sport or recreational activity which often is competitive.

**Reimbursable expenses include:**

- Personal training and individual coaching
- Tennis
- Golf
- Karate
- Ice Skating
- Dance classes

Smoking Cessation Programs

**Tax treatment:** taxable

Programs that improve general health, or as treatment for specific disease.

**Reimbursable expenses include:**

- Smoking cessation programs
- Patches
- Stress reduction programs
Weight Reduction Programs

**Tax treatment:** taxable

Programs that improve general health, or as treatment for specific disease.

**Reimbursable expenses include:**

- Exercise programs
- Diet management programs (Weight Watchers, Jenny Craig, etc.)
- Stress reduction programs
- Nutrition Classes
- Healthy eating and cooking classes to support health related goals
- Weight loss coaching

**Please note:**

- Excludes food, food preparation equipment and food and nutritional supplements, medications
- Excludes residential dietary/weight loss programs
- Coverage is for programs not covered or offered in a County offered health plan

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**exceptions and exclusions**

The following provides a list of exclusions with examples. This list is NOT all inclusive, and the County reserves the right to exclude any expense which may not conform to the intent for the use of County funds or resources. **Employees are encouraged to seek guidance from the Department of Human Resources, Benefits Unit for clarification of these exclusions and reimbursable expenses before incurring the expense.**

- Physical fitness or athletic clothing and apparel, including hats, and sunglasses
- Swimming pools, spas, saunas, hydrotherapy pools, or other similar items
- Martial arts supplies and equipment which are considered weapons or combative devices, such as knives, swords, nunchucks, batons
- Any expenditure related to hunting, fishing and camping and other outdoor activities not specifically outlined in the list of physical fitness activities. Outdoor activities which include physical fitness activity such as hiking boots used to promote physical activity in conjunction with hunting are acceptable
- Lockers and locks
- Food, food and nutritional supplements, food preparation equipment
- Maintenance agreements, service, or repair costs for eligible equipment. (Examples include bike repairs, tennis racket re-stringing, golf club shaft repairs)
- Live-in residential dietary/weight loss programs
- Any expenditures related to motorized vehicles or equipment (i.e. golf carts, boats)
- Cost of animals, animal boarding, rental fees or expenses associated with storing or maintaining animals or physical fitness equipment used to participate in a fitness activity
- Any equipment related to physical fitness activities involving animals, including saddles, tack, leashes, harnesses, lead ropes. This exclusion does not include safety equipment which may be necessary to participate in the physical fitness activity, such as boots, riding helmets, and gloves
- Tips are not reimbursable under Wellness
Computer Hardware and Mobile Devices

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Tax Treatment: Taxable

Reimbursable expenses include:

- Application, reference and educational software
- Desktops
- Laptops
- Cell phones
- Smart phones
- Tablets

Please note:

- All application, reference and educational software must be directly job related under Computer Hardware and Mobile Devices.

Exceptions and Exclusions

The following provides a list of exclusions with examples. This list is NOT all inclusive, and the County reserves the right to exclude any expense which may not conform to the intent for the use of County funds or resources. Employees are encouraged to seek guidance from the Department of Human Resources, Benefits Unit for clarification of these exclusions and reimbursable expenses before incurring the expense.

- Financing or installment agreement for computer / mobile devices. Only the monthly installment bill with proof of payment is eligible for reimbursement.
- Consumable computer / laptop supplies (paper, ink cartridges, etc.)
- Service, maintenance agreements, warranties, or repair costs for qualified hardware
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Sonoma County Deputy Public Defender Attorneys' Association (SCDPDAA)
Sonoma County Law Enforcement Association (SCLEA)
Sonoma County Law Enforcement Management Association (SCLEMA)
Sonoma County Prosecutors’ Association (SCPA)
Sonoma County Public Defender Investigators' Association (SCPDIA)
Service Employees' International Union - Local 1021 (SEIU)
Western Council of Engineers (WCE)

Salary Resolution

Unit 0000 - Unrepresented

Effective Date: 7/1/2019
Combined Use: Full-time: $1,000
3/4 Time: $500
Part-time: $500

Carry Over: None

Unit 0049 - Board of Supervisors

Effective Date: 7/1/2019
Combined Use: Full-time: $1,850
3/4 Time: $1,850
Part-time: $1,250

Carry Over: None

Unit 0050 - Administrative Management

Effective Date: 7/1/2019
Combined Use: Full-time: $1,700
3/4 Time: $1,700
Part-time: $1,160

Carry Over: None

http://sonomacounty.ca.gov/HR/Benefits/Staff-Development/By-Bargaining-Unit/[8/13/2019 11:04:03 AM]
Unit 0051 - Confidential

Effective Date: 7/1/2019
Combined Use: Full-time: $1,000
3/4 Time: $500
Part-time: $500
Carry Over: None

Unit 0052 - Department / Agency Heads

Effective Date: 7/1/2019
Combined Use: Full-time: $1,850
3/4 Time: $1,850
Part-time: $1,250
Carry Over: None

Deputy Sheriff's Association (DSA)

Bargaining Unit 0046 - Non-Supervisory

Effective Date: 7/1/2019
Combined Use: Full-time: $850
Part-time: $425
Carry Over: None

Bargaining Unit 0047 - Supervisory

Effective Date: 7/1/2019
Combined Use: Full-time: $950
Part-time: $475
Carry Over: None

Deputy Sheriff's Law Enforcement Management (DSLEM)

Bargaining Unit 0043 - Management

Effective Date: 3/15/2016
Combined Use: Full-time: $1,200
Part-time: $800
Carry Over: None

Bargaining Unit 0043 - Assistant Sheriffs

Effective Date: 3/15/2016
Combined Use: Full-time: $1,400
Part-time: N/A
Carry Over: None
Engineers and Scientists of California (ESC)

Bargaining Unit 0075

Effective Date: 9/13/2016
Combined Use: Full-time: $850
Part-time: $425
Carry Over: None

Local 39

Bargaining Unit 0085

Job classes not required to provide own tools
Effective Date: 7/19/2016*
Combined Use: Full-time: $500
Part-time: $250

Job classes required to provide own tools
Effective Date: 7/19/2016*
Combined Use: Full-time: $550
Part-time: $275

*Note: Reimbursement of expense is based on the MOU in effect on the date of purchase

Sonoma County Deputy Public Defender Attorneys’ Association (SCDPDAA)

Bargaining Unit 0060

Effective Date: 7/1/2016
Combined Use: Full-time: $1,250
3/4 Time: $1,250
Part-time: $800

Additional Staff Development: Full-time: $452
3/4 Time: $452
Part-time: $300
Carry Over: None

Sonoma County Law Enforcement Association (SCLEA)

Bargaining Unit 0030 - Non-Supervisory

Effective Date: 5/24/2016
Combined Use: Full-time: $850  
Part-time: $425  
Carry Over: None

Bargaining Unit 0040 - Non-Supervisory  
Effective Date: 5/24/2016  
Combined Use: Full-time: $850  
Part-time: $425  
Carry Over: None

Bargaining Unit 0041 - Supervisory  
Effective Date: 5/24/2016  
Combined Use: Full-time: $940  
Part-time: $470  
Carry Over: None

Bargaining Unit 0070 - Supervisory  
Effective Date: 5/24/2016  
Combined Use: Full-time: $940  
Part-time: $470  
Carry Over: None

Sonoma County Law Enforcement Management Association (SCLEMA)

Bargaining Unit 0044  
Effective Date: 5/24/2016  
Combined Use: Full-time: $1,170  
Part-time: $585  
Carry Over: None

Sonoma County Prosecutors’ Association (SCPA)

Bargaining Unit 0045  
Effective Date: 4/19/2016  
Combined Use: Full-time: $1,250  
3/4 Time: $1,250  
Part-time: $800  
Add. Staff Development: Full-time: $452  
3/4 Time: $452  
Part-time: $300  
Carry Over: None
Sonoma County Public Defender Investigators’ Association (SCPDIA)

Bargaining Unit 0055 - Non-Supervisory
   Effective Date: 5/24/2016
   Combined Use: Full-time: $850  Part-time: $425
   Carry Over: None

Bargaining Unit 0056 - Supervisory
   Effective Date: 5/24/2016
   Combined Use: Full-time: $940  Part-time: $490
   Carry Over: None

Service Employees’ International Union - Local 1021 (SEIU)

Bargaining Unit 0001 - Non-Supervisory
   Effective Date: 3/15/2016
   Carry Over: None

Bargaining Unit 0005 - Non-Supervisory
   Effective Date: 3/15/2016
   Carry Over: None

Bargaining Unit 0010 - Non-Supervisory
   Effective Date: 3/15/2016
   Carry Over: None

Bargaining Unit 0025 - Non-Supervisory
   Effective Date: 3/15/2016
   Carry Over: None
Carry Over: None

Bargaining Unit 0080 - Non-Supervisory
Effective Date: 3/15/2016
Combined Use: Full-time: $600
3/4 Time: $600
Part-time: $300
Carry Over: None

Bargaining Unit 0095 - Supervisory
Effective Date: 3/15/2016
Combined Use: Full-time: $650
3/4 Time: $650
Part-time: $325
Carry Over: None

Western Council of Engineers (WCE)

Bargaining Unit 0021
Effective Date: 7/19/2016
Combined Use: .75 FTE & Above: $950
Less than .75 FTE: $475
Carry Over: None

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