



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-13

For the meeting of: November 14, 2014

Date: October 24, 2014

To: Board of Supervisors

From: Dan Fulks, Director of Human Resources

Subject: RESOLUTION TO ADOPT COMPENSATION PLANS FOR MANAGEMENT & CONFIDENTIAL EMPLOYEES AND ELECTED AND APPOINTED DEPARTMENT HEADS FOR FISCAL YEAR 2014-2015

RECOMMENDATION(S):

That the Board of Supervisors adopt Resolution No. 14-93 (attached) approving the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal year 2014-2015.

SOURCE OF FUNDING: All County funds.

DISCUSSION: This office has prepared Compensation Plans for Fiscal Year 2014-2015 that provide for the following:

1. One-year term: July 1, 2014 through June 30, 2015.
2. Adds one (1) additional floating holiday provided on a "use it or lose it basis" for fiscal year 2014-2015 in addition to the two (2) currently in the compensation plans for a total of three (3).
3. County to close for business 12/26/2014 (floating holiday for 24/7).
4. There shall be no adjustments to base wage for all classifications. A one-time non-PERS-able payment in the amount of \$704.00 to provide for updated education and training.
5. Me too language to expire on June 30, 2015.

Prepared by Daniel Fulks, Director of Human Resources

CAO Approval

REVIEW:

Auditor _____ County Counsel mj Human Resources df Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Fennell Seconded by Supervisor Pass

Ayes Sundberg, Lallace, Bohm, Fennell, Pass
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: November 14, 2014

By: Kathy Hayes

Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT: There are no ongoing wage adjustments scheduled in this MOU. The County-wide new costs associated with this MOU for fiscal year 2014-2015 are \$1,150,336 for the one-time educational incentive of which there is a General Fund cost of \$62,768 for Management & Confidential Employees and a General Fund cost of \$13,376 for Elected and Appointed Department Heads.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board could choose to not adopt the proposed Compensation Plans for Management & Confidential Employees and Elected and Appointed Department Heads, however, this is not recommended.

ATTACHMENTS:

Exhibit A – 2014-2015 Compensation Plan for Designated Management & Confidential Employees
Exhibit B – 2014-2015 Compensation Plan for Elected and Appointed County Department Heads

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of November 14, 2014

RESOLUTION NO. 14-93

RESOLUTION AMENDING HUMBOLDT COUNTY SALARY RESOLUTION (RESOLUTION NO. 82-170, AS AMENDED) TO IMPLEMENT THE 2014-2015 COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS

WHEREAS, the Board of Supervisors of the County of Humboldt is authorized by the provisions of section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

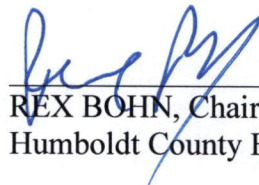
WHEREAS, the County Director of Human Resources has met and consulted with Management and Confidential Employees and Elected and Appointed department heads concerning proposed salaries and benefits; and

WHEREAS, the Board of Supervisors is desirous of amending the Humboldt County Salary Resolution to implement the 2014-2015 compensation plans for designated Management and Confidential Employees and for Elected and Appointed Department Heads.

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. The Humboldt County Salary Resolution (Resolution No. 82-170 and all amendments thereto) is hereby amended in the manner necessary to implement the provisions of the following:
 - a. 2014-2015 Compensation Plans for Designated Management and Confidential Employees attached hereto, marked "Exhibit A," and incorporated herein by reference.
 - b. 2014-2015 Compensation Plans for Elected and Appointed County Department Heads attached hereto, marked "Exhibit B," and incorporated herein by reference.
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the dates of implementation stated herein.

Dated: November 14, 2014



REX BOHN, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Fennell, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Sundberg, Lovelace, Bohn, Fennell, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

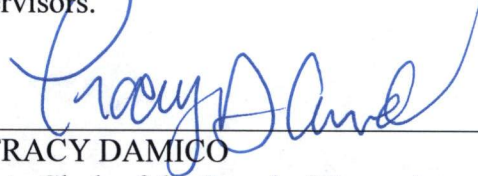
Certified copy of portion of proceedings, Meeting of November 14, 2014

RESOLUTION NO. 14-93

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By TRACY DAMICO
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

EXHIBIT A

2014-2015 COMPENSATION PLANS FOR DESIGNATED MANAGEMENT AND CONFIDENTIAL EMPLOYEES

Applicability

This plan covers the salaries and benefits of employees in positions that have been designated as "Management" or as "Confidential" by the County Employee Relations Officer *as listed in Attachment 1 to this Exhibit*. It does not apply to elected or appointed department heads, nor does it apply to employees in Unit 7 (Law Enforcement Management).

Written Policies and Procedures

Written policies and procedures affecting salaries, benefits and terms and conditions of employment which apply to employees covered by this plan include, but are not limited to, the following:

- Salary Resolution (Resolution No. 82-170 as amended)
- Merit System Resolution and Rules (Resolution No. 78-142)
- Travel Ordinance
- Employer-Employee Relations Policy (Resolution No. 77-147 as amended)
- Educational Reimbursement Policy (Resolution No. 76-138 as amended)

Public Employees' Retirement System

I.R.S. Code Section 414 (H) (2)

The County shall implement I.R.S. Code Section 414 (H) (2) by having employees pay their own required member contributions to the Public Employees' Retirement System. This shall apply to both miscellaneous and safety categories.

Tier One Retirement Plan: For miscellaneous employees hired by the County prior to June 6, 2012, the retirement formula shall be 2.7% @ 55 and have a final compensation period of the single highest year salary. For safety employees covered by this pay plan and hired prior to January 1, 2013, the retirement formula shall be 3% @ 50 and have a final compensation period of the highest three (3) year average salary.

Tier Two Retirement Plan: For miscellaneous employees first hired by the County on June 6, 2012 through December 31, 2012, the retirement formula shall be 2% @ 55 and have a final compensation period of the highest three (3) year average salary. For safety employees covered by this pay plan, effective January 1, 2013 the retirement formula shall be 2.7 @ 57 and have a final compensation period of the highest three (3) year average salary consistent with PEPR.

Tier Three Retirement Plan: For miscellaneous employees first hired by the County (as defined in PEPPRA) on or after January 1, 2013, the retirement formula shall be 2% @ 62 and have a final compensation period of the highest three (3) year average salary in compliance with PEPPRA.

Salary Adjustments

No salary adjustments during the term of this compensation plan. However, a one-time payment shall be paid in the amount of \$704.00 to all active employees in a paid status on the date of adoption by the Board of Supervisors, payable to management and confidential employees to provide for updated education and training. Said funds will not be PERS-able.

It is the County's intent to treat all County employees fairly and equitably. Therefore, should any other group of County employees (to include all recognized bargaining units, and Department Heads and elected officials) receive an increase to compensation or benefits package other than a merit increase from the date this plan is adopted by the Board of Supervisors, through June 30, 2014, all employees covered under this plan would receive the same increase to be effective on the same date. The parties have discussed and formally agree that Public Authority IHSS workers are not employees of the County. The "me too" language contained in the above paragraph shall expire on June 30, 2015.

Sick Leave Payoff

Employees newly hired into a management or confidential position after December 31, 1996 shall not be eligible for compensation for unused sick leave upon separation from County service. Employees promoted into a management or confidential position after December 31, 1996 shall be eligible for compensation for unused sick leave upon separation from County service if their original hire date was prior to January 1, 1997.

Sick Leave Conversion

Any County employee hired prior to January 2, 1997, may, in the 36 months prior to retirement, elect to have any portion of accumulated sick leave that is subject to compensation upon retirement, compensated by having the cash equivalent deposited into deferred compensation, subject to applicable State and Federal tax laws. The amount of sick leave an employee may elect to convert is based upon their sick leave payoff compensation percentage as of the date they make the deposit(s). Employees must have completed at least 14 years of continuous service to the County to be eligible for sick leave conversion. The employee may elect to do this in one deposit or to have up to three separate deposits in three separate calendar years.

At no time shall an employee reduce their accumulated sick leave to less than three weeks by deposit into deferred compensation.

Any sick leave subject to compensation that remains upon separation shall be paid to the employee by check or by deposit into deferred compensation, at the employees' option.

Holidays

Employees shall receive a total of two floating holidays each fiscal year. One of the floating holidays must be used during the fiscal year earned and does not carry over into the next fiscal year.

One (1) additional floating holiday shall be provided on a "use it or lose it basis" for fiscal year 2014-2015 (in addition to the two (2) floating holidays above).

County to close for business 12/26/2014 (floating holiday for 24/7).

Work Week for Full-Time Employees

All full-time employees covered by this plan shall work a forty hour week and shall be compensated accordingly. Such work week shall be a nominal forty hour week. Employees are expected to accomplish results in their positions, regardless of the time necessary to accomplish the results. The time cards submitted by such employees shall therefore arbitrarily show forty hours worked per week, regardless of the time actually spent on the job. Vacation, sick leave, and other status shall be accounted for in the same manner as for other employees. Absence of Management and Confidential employees from their work stations during normal working hours is subject to the prior consent of the department head.

Administrative Leave for Full-Time Employees

- A. Except for during emergencies, as provided in Salary Resolution Section 9 A (9), full-time Management and Confidential employees are not eligible for compensating time off for time worked in excess of forty hours per week. Ten (10) days of administrative leave will be available for each designated Management and Confidential employee, effective the first pay period beginning in July through the last pay period beginning in June. Such leave shall not be carried into succeeding fiscal years, and such leave shall be forfeited upon termination of employment. Employees hired into a full-time designated Management or Confidential position shall receive ten (10) days of administrative leave effective upon the date of hire, and may be allowed to use such leave immediately. Employees in positions that are newly designated as Management or Confidential shall receive a pro rated portion of administrative leave (based upon the number of pay periods remaining in the fiscal year). An employee who is on leave of absence status July 1 of a year shall not receive administrative leave until they return to paid status and then shall receive a pro rated portion for the remainder of the fiscal year. Administrative leave shall not be a right, but shall be a benefit which may only be utilized at the discretion of the department head.
- B. Under unusual circumstances, if a department head is unable to allow an employee to utilize their administrative leave during the fiscal year because of a natural disaster or

some other emergent condition which has significantly increased the employee's workload, the employee may request that the unused administrative leave be carried into the next fiscal year. The employee shall make such request in writing to the department head. If the department head attests that the reasons for the request meet the conditions outlined above and concurs with the request, the request shall be sent to the Personnel Director for final review on or before June 15. Administrative leave carried over but not used prior to September 30 shall be forfeited.

Part-Time Employees

Employees in designated Management or Confidential positions which are regular part-time (less than forty hours per week) shall be paid on an hourly basis and shall not be eligible for administrative leave, but shall instead be eligible for overtime compensation as described in Section 9 A of the Salary Resolution, except that Subsection 9 A (11) of the Salary Resolution shall not apply to said employees.

Other Benefits

- A. In addition to benefits which may be provided by other written policies, the following benefits will be made available to employees covered by this plan:
 - a deferred compensation plan
 - life insurance in the amount of \$20,000
- B. State Bar dues shall be paid annually on behalf of Deputy County Counsels, Supervising Child Support Attorney, the Assistant District Attorney, the Assistant Public Defender, and the Assistant County Counsel.
- C. Employees in the class of Correctional Lieutenant and Correctional Captain who are required to wear and maintain a uniform prescribed by the Sheriff shall receive an annual uniform allowance equivalent to employees in the Law Enforcement Management representation unit. Employees in the class of Program Coordinator assigned to the County Animal Shelter who are required to wear and maintain a uniform prescribed by the Sheriff shall receive an annual uniform allowance equivalent to employees in the class of Animal Control Officer. Such uniform allowance shall be paid to such employees who are on active payroll status during the first full payroll period in September; payment of such uniform allowance to be made on the last payday in September. Effective beginning the first full pay period in September, 2008, the annual amounts shall be paid pro-rated on a bi-weekly basis.

If a new employee is hired into the class of Correctional Lieutenant and Correctional Captain who has not previously been required to wear and maintain a uniform prescribed by the Sheriff, he/she shall receive an initial uniform allowance of \$240.00 no later than receipt of his/her second payroll warrant. Such uniform allowance shall be paid in addition to the annual uniform allowance set forth above.

D. Employees in the class of Facility Maintenance Manager shall receive a tool maintenance allowance of \$250.00 per year. Employees who are employed on the first working day in August shall be eligible to receive all or part of this allowance and shall receive the payment on the second pay day in September. Eligible employees who have worked less than the equivalent of five (5) months of full-time service on the first working day in August shall receive one-half of the tool maintenance allowance allowed for hereinabove. The tool maintenance allowance shall be deemed to cover the repair or replacement of all tools provided by employees which may be lost or damaged during the course of their use at a County work site.

E. Vacation Conversion

Employees covered by this plan shall have the option to convert up to two weeks of vacation credit to cash or as a contribution to the County's deferred compensation plan. Such conversion shall be administered as follows:

1. Employees may request to convert vacation credit during the month of November, on a form provided by the Auditor-Controller's Office.
2. Said conversion shall be paid to employees or contributed to the County's deferred compensation plan on either the first or second payday in December.
3. Employees may convert up to two regular work weeks of vacation credit to cash or as a contribution to the County's deferred compensation plan.
4. Employees may only request vacation conversion one time per calendar year.

F. Educational Reimbursement

In accordance with the County's Educational Reimbursement Policy (Resolution No. 76-138 as amended) the County will provide reimbursement for courses and certification examinations which are directly related to the employee's present position or promotion within the County service. Reimbursement, which will be provided for tuition, fees and material costs directly related to the approved course, shall be limited to two hundred fifteen dollars (\$215.00) per course or seventy-five dollars (\$75.00) per semester or quarter unit, whichever amount is greater, not to exceed six hundred dollars (\$600.00) per individual employee per fiscal year. Said reimbursement shall include fifty percent (50%) reimbursement for the costs of required textbooks and one hundred percent (100%) reimbursement for the costs of certification examinations. Only full-time employees are eligible for educational reimbursement.

G. Catastrophic Leave

1. Definition of Catastrophic Illness or Injury

Catastrophic illness or injury is a severe illness or injury which is expected to incapacitate the employee for an extended period of time and which creates a financial hardship because the employee has exhausted all of his/her accumulated paid leave time. Catastrophic illness or injury is further defined as a debilitating illness or injury of an employee's spouse, domestic partner, son or daughter that results in the employee being required to take time off from work for an extended period to care for the family member, when this creates a financial hardship because the employee has exhausted all of his/her accumulated paid leave time. An employee's job related illness or injury subject to workers' compensation coverage shall not be eligible for this catastrophic leave provision.

2. Conditions Under Which Paid Leave Time May Be Donated to an Employee

- a. Any employee may donate accumulated vacation, compensatory time or holiday time to an eligible employee. Sick leave cannot be donated.
- b. Donations must be made in increments of one regular work day (or more) from the donating employee.
- c. The donation of paid leave time is irreversible. Should the employee receiving the donated hours not use all donated leave for the catastrophic illness/injury, any balance will remain with that employee or will be converted to cash upon the employee's separation from County employment.
- d. Donated paid leave time shall be converted to its cash value and then credited to the recipient in hours at the recipient's base hourly rate as holiday credit.
- e. Employees donating paid leave time shall do so in writing on a form developed by the County.
- f. All donation transactions shall be credited effective the pay period following submittal of the form requesting the paid time donation.

3. Conditions Under Which Paid Leave Credits May Be Used

- a. The employee requesting to use "catastrophic leave" shall submit a written request to their appointing authority for review. The request must include a written statement from a licensed physician verifying the illness or injury. If the appointing authority approves the request it shall be

forwarded to the Auditor-Controller for implementation, along with the form from the employee donating time to the affected employee.

- b. The affected employee must have exhausted any accumulated paid leave time for which they are eligible (sick, vacation, compensatory, holiday) prior to utilizing catastrophic leave.
- c. Any paid leave time accrued by the affected employee while using donated time must be used during the next pay period.
- d. Only employees who accrue vacation are eligible to receive donated paid leave time.
- e. The use of donated paid leave time shall not exceed three months for any one catastrophic illness/injury.
- f. In no event shall a leave for the recipient employee be granted for longer than one year from the time the employee is unable to work in his/her regular job.

H. Voluntary Furlough

Employees may request a voluntary unpaid furlough using the following guidelines:

- 1. The leave (furlough) would be granted only after prior approval of the appointing authority.
- 2. Leave is not to exceed 520 hours per year for a 40 hour per week employee.
- 3. Leave is not to be used in lieu of medical leave.
- 4. Credits toward sick leave, vacation, and holiday eligibility would accrue as if the employee were in paid status.
- 5. Leave time shall count toward time in service for step advancement, completion of probation, and seniority for purposes of layoff.
- 6. Leave shall be granted without requiring the employee to use other accumulated leave time first.
- 7. Leave shall be granted only to those employees who are in paid status the entire work day before and the entire work day after the leave day(s).
- 8. Leave shall not be available to employees on other leave without pay.

I. Fair Labor Standards Act

a. Overtime

Employees in classifications subject to the provisions of the Fair Labor Standards Act shall be eligible for overtime compensation as described in Section 9 A of the Salary Resolution (with Subsection 9 A (11) not being applicable), with overtime of more than five minutes in excess of a regular work day to be counted as time worked.

b. Discipline

The County's disciplinary action policies, as stated in the Merit System Rules, will be applied in conformance with the Fair Labor Standards Act (FLSA). Notwithstanding the general requirements of the Merit System Rules, FLSA exempt employees will only be subject to discipline in conformance with the requirements of the FLSA salary test.

J. Differential Pay for Working Out of Class

When assigned by their appointing authority, or his/her designated representative, an employee shall be required to perform the principal duties of a higher classification. Employees so assigned shall be compensated with the salary the employee would receive if the assignment was a promotion to that position; provided, however, that the employee shall only receive such additional compensation when the assignment is for more than ten (10) consecutive work days or longer and that payment of such additional compensation shall be for all time worked in such assignment.

K. Longevity Incentive Pay

Employees who have ten (10) years of uninterrupted continuous County service shall be eligible for an increase in compensation of ten (10) salary ranges (approximately 5%).

Longevity calculations shall be counted from the initial date of hire into any regular or grant position as long as there has been no separation from County service. Time spent in layoff status, on medical leave or any unpaid leave greater than 30 calendar days shall not count as time worked for longevity calculations. Should an employee be separated from County employment due to layoff, and then return to regular County employment while in layoff status their calculation for longevity purposes shall be based on their initial date of hire into a regular or grant position prior to the date of layoff. Effective July 8, 2007, employees who have twenty (20) years of uninterrupted continuous County service shall be eligible for an increase in compensation of an additional ten (10) salary ranges (approximately 5%).

Employees who promote from Unit 6 (HDSO) shall continue to receive the longevity pay they were entitled to in Unit 6 until they become eligible for the above Longevity Incentive Pay, at which time the Unit 6 longevity pay shall be eliminated.

L. Hospital Administrator on Duty Assignment Pay

When assigned by the Mental Health Director, an employee with the appropriate qualifications may be required to be on-call as the Hospital Administrator on Duty. When so assigned an employee shall receive a ten (10) salary range increase in compensation for the duration of the assignment.

M. Public Health Administrator on Duty Assignment Pay

When assigned by the Health and Human Services Director, an employee in the class of Health Officer, Deputy Health Officer, or Health and Human Services – Public Health Branch Director may be required to be on call as the Public Health Administrator on duty. When so assigned the Health Officer or Deputy Health Officer shall receive a five percent (5%) salary increase in compensation for the duration of the assignment. When so assigned the Health and Human Services – Public Health Branch Director shall receive a ten (10) salary range increase in compensation for the duration of the assignment.

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0606	Accountant/Auditor I	385
0606	Accountant/Auditor II	407
0605	Administrative Analyst I	405
0605	Administrative Analyst II	436
0111	Administrative Assistant to the Board of Supervisors	398
0166	Administrative Secretary	349
0775	Administrative Services Manager	438
0776	Administrative Services Officer	413
0102	Administrative Support Manager to the BOS/Clerk of the Board	436
0617	Airport Manager	448
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	444
0611	Assistant Assessor	479
0646	Assistant Auditor-Controller	479
0474	Assistant Chief Probation Officer	479
0408	Assistant Coroner-Public Administrator	433
0601	Assistant County Administrative Officer	558
0109	Assistant County Clerk	416

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0603	Assistant County Counsel	560
0116	Assistant County Recorder	393
0142	Assistant Dir. of Child Support Services	490
0922	Assistant Dir. of Psychiatric Nursing	482
0651	Assistant Director of Human Resources	502
0655	Assistant Director of Library Services	475
0650	Assistant Director - Administration Health & Human Services	555
0649	Assistant Director- Programs Health & Human Services	555
0616	Assistant District Attorney	540
0108	Assistant Payroll/Position Control Manager	383
0625	Assistant Public Defender	536
0677	Assistant Public Guardian	404
0682	Assistant Treasurer & Tax Collector	479
0303	Associate Engineer	470
0117	Budget Specialist	413
0608	Business Manager	432
0198	CAO Project Manager	479

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0613	Chief Appraiser	465
0838	Chief Building Official	497
0680	Child Support Special Programs Coord.	414
0942	Clinic Physician (extra help only)	\$116.97/hr
0852	Compliance and Quality Assurance Administrator	469
0437	Correctional Captain	475
0419	Correctional Lieutenant	461
0207	County Surveyor	472
0759	Departmental Information Systems Supervisor	440
0618	Deputy Auditor-Controller	479
0931	Deputy Branch Director	517
0115	Deputy Clerk of the Board	368
0599	Deputy County Administrative Officer	514
0600	Deputy County Counsel I	421
0600	Deputy County Counsel II	454
0600	Deputy County Counsel III	487
0600	Deputy County Counsel IV	519
0438	Deputy Director - Sheriff's Administration	479

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0554	Deputy Health Officer	\$10,653/mo
0315	Deputy Planning Director	497
0300	Deputy Public Works Director	506
0307	Deputy Public Works Director - Environmental Services	484
0200	Deputy Public Works Director - Facilities Management	492
0301	Deputy Public Works Director - General Services	475
0619	Development Assistance Manager	479
0510	Director of Environmental Health	493
0932	Director of Psychiatric Nursing	493
0508	Director of Public Health Nursing	493
0638	Economic Development Coordinator	459
0634	Economic Development Specialist	436
0119	Elections Manager	438
0193	Emergency Services Manager	418
0699	Employee Relations Officer	473
0851	Employment and Training Manager	483
0202	Equipment Superintendent	433

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0103	Executive Assistant to the CAO	370
0167	Executive Secretary	368
0181	Executive Secretary-Children & Family Commission	368
0253	Facility Maintenance Manager	422
0252	Facility Maintenance Supervisor	389
0184	Fiscal Officer	413
0174	Fiscal Services Supervisor	385
0545	Health & Human Services - Mental Health Branch Director	536
0818	Health & Human Services - Social Services Branch Director	536
0544	Health & Human Services - Public Health Branch Director	536
0814	Health and Human Services - Deputy Director-Employee Services	512
0817	Health and Human Services - Deputy Director-Finance	512
0816	Health and Human Services - Deputy Director-Information Services	512
0840	Health Officer-Medical Director	\$86.09/hr
0645	Housing and Assistance Coordinator	436
0697	Human Resources Analyst - Risk I	408

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0697	Human Resources Analyst - Risk II	436
0684	Human Resources Analyst I	408
0684	Human Resources Analyst II	436
0380	Information Systems Supervisor	440
0417	Investigator	422
0413	Investigator (Code Enforcement)	436
0644	IT Applications Analyst Supervisor	460
0131	IT Division Director	512
0482	Juvenile Corrections Facility Manager	423
0815	Legal Accounting Specialist	368
0683	Legal Analyst	436
0197A	Legal Office Assistant I	296
0197B	Legal Office Assistant II	316
0134	Legal Office Business Manager	451
0143	Legal Office Services Manager	413
0139	Legal Secretary I	327
0139	Legal Secretary II	346
0652	Library Division Manager	452

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9**

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0902	Medical Director	711
0905	Medical Records Manager	456
0169	Office Assistant I	278
0169	Office Assistant II	299
0186	Office Assistant III	320
0118	Office Services Supervisor	372
0452	Paralegal I	338
0452	Paralegal II	357
0938	Payroll/Personnel Specialist	346
0941	Payroll/Personnel Supervisor	378
0113	Payroll/Position Control Manager	413
0336	Permit Supervisor	442
0151	Personnel Assistant	314
0609	Personnel Technician	357
0937	Physician/Psychiatrist	680
0930	Physician/Psychiatrist (extra help only)	727
0687	Policy and Legislative Manager (MSS)	469
0475	Probation Division Director	443

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0425	Program Coordinator	418
0934	Program Manager	483
0747	Program Manager I	483
0750	Program Manager II	493
0146	Public Education and Information Manager (MSS)	460
0842	Public Guardian	440
0512	Public Health Lab Director	508
0516	Public Health Lab Manager	475
0195	Public Information Specialist	405
0129	Public Works Dispatcher	339
0915	Quality Management Coordinator	456
0620	Real Property Manager	463
0700	Risk Manager	514
0201	Road Superintendent	428
0175	Secretary	333
0605	Senior Administrative Analyst Trainee	377
0605	Senior Administrative Analyst	459
0665	Senior Buyer	370

Attachment 1

SALARY RANGE FOR MANAGEMENT AND CONFIDENTIAL CLASSES UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0598	Senior Deputy County Counsel	534
0123	Senior Fiscal Assistant	351
0539	Senior Health Program Manager	433
0690	Senior Human Resources Analyst - Risk	448
0138	Senior Legal Secretary	368
0110	Senior Office Assistant	346
0685	Senior Payroll/Personnel Specialist	356
0933	Senior Program Manager	493
0394	Senior Staff Services Manager	450
0182	SSB Secretary II (MSS class)	349
0729	Staff Services Analyst I	405
0729	Staff Services Analyst II	436
0396	Staff Services Analyst III	438
0395	Staff Services Manager	440
0612	Supervising Appraiser	443
0633	Supervising Assessment Technician	404
0610	Supervising Attorney	536
0614	Supervising Auditor-Appraiser	447

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 11-14-14
0364	Supervising Child Support Attorney	536
0114	Supervising Legal Secretary	378
0681	Supervising Planner	460
0470	Supervising Probation Officer	423
0674	Supervising Tax-Collector	377
0171	Supervising Treasurer	377
0672	Veterans Service Officer	377

EXHIBIT B

2014-2015 COMPENSATION PLANS FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS

Applicability

This plan covers the salaries and benefits of elected and appointed department heads of the County of Humboldt *as listed in Attachment 1 and 2 to this Exhibit (excluding the Board of Supervisors)*.

Public Employees' Retirement System

I.R.S. Code Section 414 (H) (2)

The County shall implement I.R.S. Code Section 414 (H) (2) by having employees pay their own required members contributions to the Public Employees' Retirement System. This shall apply to both miscellaneous and safety categories.

Tier One Retirement Plan: For miscellaneous employees hired by the County prior to June 6, 2012, the retirement formula shall be 2.7%@55 and have a final compensation period of the single highest year salary. For safety employees covered by this pay plan and hired prior to January 1, 2013, the retirement formula shall be 3%@50 and have a final compensation period of the highest three (3) year average salary.

Tier Two Retirement Plan: For miscellaneous employees first hired by the County on June 6, 2012 through December 31, 2012, the retirement formula shall be 2%@55 and have a final compensation period of the highest three (3) year average salary. For safety employees covered by this pay plan, effective January 1, 2013, the retirement formula shall be 2.7@57 and have a final compensation period of the highest three (3) year average salary consistent with PEPRAs.

Tier Three Retirement Plan: For miscellaneous employees first hired by the County (as defined in PEPRAs) on or after January 1, 2013, the retirement formula shall be 2%@62 and have a final compensation period of the highest three (3) year average salary in compliance with PEPRAs.

Salary Adjustments

No salary adjustments during the term of this compensation plan. However, a one-time payment shall be paid in the amount of \$704.00 to all active employees in a paid status on the date of adoption by the Board of Supervisors, payable to elected and appointed department heads to provide for updated education and training. Said funds will not be PERS-able.

It is the County's intent to treat all County employees fairly and equitably. Therefore, should any other group of County employees (to include all recognized bargaining units, and Designated Management and Confidential Employees) receive an increase to compensation or benefit package other than a merit increase from the date this plan is adopted by the Board of Supervisors, through June 30, 2014, all employees covered under this plan would receive the same increase to be effective on the same date. The parties have discussed and formally agree that Public Authority IHSS workers are not employees of the County. The "me too" language contained in the above paragraph shall expire on June 30, 2015.

Sick Leave Payoff

Employees newly hired into an appointed department head position after December 31, 1996 shall not be eligible for compensation for unused sick leave upon separation from County service. Employees promoted/appointed to an appointed department head position after December 31, 1996 shall be eligible for compensation for unused sick leave upon separation from County service if their original hire date was prior to January 1, 1997.

Sick Leave Conversion

Any County employee hired prior to January 2, 1997, may, in the 36 months prior to retirement, elect to have any portion of accumulated sick leave that is subject to compensation upon retirement, compensated by having the cash equivalent deposited into deferred compensation, subject to applicable State and Federal laws. The amount of sick leave an employee may elect to convert is based upon their sick leave payoff compensation percentage as of the date they make the deposit(s). Employees must have completed at least 14 years of continuous service to the County to be eligible for sick leave conversion. The employee may elect to do this in one deposit or to have up to three separate deposits in three separate calendar years.

At no time shall an employee reduce their accumulated sick leave to less than three weeks by deposit into deferred compensation.

Any sick leave subject to compensation that remains upon separation shall be paid to the employee by check or by deposit into deferred compensation, at the employees' option.

Holidays

Appointed department heads shall receive a total of two floating holidays each fiscal year. One of the floating holidays must be used during the fiscal year earned and does not carry over into the next fiscal year.

One (1) additional floating holiday shall be provided on a "use it or lose it basis" for fiscal year 2014-2015 (in addition to the two (2) floating holidays above).

County to close for business 12/26/2014 (floating holiday for 24/7).

Administrative Leave for Appointed Department Heads

- A. Ten (10) days of administrative leave will be available to each appointed department head, effective the first pay period beginning in July through the last pay period beginning in June. Such leave shall not be carried into succeeding fiscal years, and such leave shall be forfeited upon termination of employment. Employees hired into an appointed department head position shall receive ten (10) days of administrative leave effective upon the date of hire, and may be allowed to use such leave immediately.
- B. Under unusual circumstances, an appointed department head unable to utilize the unused administrative leave they had when appointed as a department head may request that the unused administrative leave be carried into the next fiscal year. The employee must have been in an acting appointed department head status for at least 4 full calendar months to be eligible to request the carry over. The employee must make the request in writing to the Personnel Director on or before June 15. Administrative leave carried over but not used prior to September 30 shall be forfeited.

Vacation Conversion

Appointed department heads shall have the option to convert up to twenty days of vacation credit to cash or as a contribution to the County's deferred compensation plan. Such conversion shall be administered as follows:

- 1. Employees may request to convert vacation credit during the month of November, on a form provided by the Auditor-Controller's Office.
- 2. Said conversion shall be paid to employees or contributed to the County's deferred compensation plan on either the first or second payday in December.
- 3. Employees may convert up to twenty regular work days of vacation credit to cash or as a contribution to the County's deferred compensation plan.
- 4. Employees may only request vacation conversion one time per calendar year.

Benefits

In addition to benefits which may be provided by other written policies, the following benefits will be made available to elected and appointed department heads:

A. Life insurance in the amount of \$20,000

B. Annual Physical Examination

All elected and appointed department heads covered by this Plan shall be eligible for a physical examination every other fiscal year. The County shall pay for such exam. Prior to the implementation of this benefit, the contents of the physical examination and the provider for the exam shall be mutually agreed to by the County and representatives of the elected and appointed department heads covered by this Plan.

Catastrophic Leave (Appointed Department Heads)

A. Definition of Catastrophic Illness or Injury

Catastrophic illness or injury is a severe illness or injury which is expected to incapacitate the employee for an extended period of time and which creates a financial hardship because the employee has exhausted all of his/her accumulated paid leave time.

Catastrophic illness or injury is further defined as a debilitating illness or injury of an employee's spouse, domestic partner, son or daughter that results in the employee being required to take time off from work for an extended period to care for the family member, when this creates a financial hardship because the employee has exhausted all of his/her accumulated paid leave time. An employee's job related illness or injury subject to workers' compensation coverage shall not be eligible for this catastrophic leave provision.

B. Conditions Under Which Paid Leave Time May Be Donated to an Employee

1. Any employee may donate accumulated vacation, compensatory time or holiday time to an eligible employee. Sick leave cannot be donated.
2. Donations must be made in increments of one regular work day (or more) from the donating employee.
3. The donation of paid leave time is irreversible. Should the employee receiving the donated hours not use all donated leave for the catastrophic illness/injury, any balance will remain with that employee or will be converted to cash upon the employee's separation from County employment.
4. Donated paid leave time shall be converted to its cash value and then credited to the recipient in hours at the recipient's base hourly rate as holiday credit.
5. Employees donating paid leave time shall do so in writing on a form developed by the County.

6. All donation transactions shall be credited effective the pay period following submittal of the form requesting the paid time donation.

C. Conditions Under Which Paid Leave Credits May be Used

1. The employee requesting to use "catastrophic leave" shall submit a written request to the County Administrative Officer (C.A.O.) for review. The request must include a written statement from a licensed physician verifying the illness or injury. If the C.A.O. approves the request it shall be forwarded to the Auditor-Controller for implementation, along with the form from the employee donating time to the affected employee.
2. The affected employee must have exhausted any accumulated paid leave time for which they are eligible (sick, vacation, compensatory, holiday) prior to utilizing catastrophic leave.
3. Any paid leave time accrued by the affected employee while using donated time must be used during the next pay period.
4. Only employees who accrue vacation are eligible to receive donated paid leave time.
5. The use of donated paid leave time shall not exceed three months for any one catastrophic illness/injury.
6. In no event shall a leave for the recipient employee be granted for longer than one year from the time the employee is unable to work in his/her regular job.

Voluntary Furlough

Appointed department heads may request a voluntary unpaid furlough using the following guidelines:

1. The leave (furlough) would be granted only after prior approval of the appointing authority.
2. Leave is not to exceed 520 hours per year.
3. Leave is not to be used in lieu of medical leave.
4. Credits toward sick leave, vacation, and holiday eligibility would accrue as if the employee were in paid status.
5. Leave shall be granted without requiring the employee to use other accumulated leave time first.

6. Leave shall be granted only to those employees who are in paid status the entire work day before and the entire work day after the leave day(s).
7. Leave shall not be available to employees on other leave without pay.

Longevity Incentive Pay

Employees who have ten (10) years of interrupted continuous County service shall be eligible for an increase in compensation of 5%.

Longevity calculations shall be counted from the initial date of hire into any regular or grant position as long as there has been no separation from County service. Time spent in layoff status, on medical leave or any unpaid leave greater than 30 calendar days shall not be counted as time worked for longevity calculations. Should an employee be separated from County employment due to layoff, and then return to regular County employment while in layoff status their calculation for longevity purposes shall be based on their initial date of hire into a regular or grant position prior to the date of layoff. Effective July 8, 2007, employees who have twenty (20) years of uninterrupted continuous County service shall be eligible for an increase in compensation of an additional ten (10) salary ranges (approximately 5%).

Compensation Increase for Added Workload/Staffing/Program Responsibilities

Should a department head have a significant increase in regular employee staffing levels; and/or workload due to increased overall number of County employees; and/or added defined or separate programs increasing their individual department responsibility, they shall be eligible for added compensation utilizing the following criteria:

1. A combination of increased staffing and workload as well as the addition of at least 1 major new defined or separate program.
2. A combination of increased regular employee staffing (at least 50% over the immediately preceding 10 years) and the addition of several major new programs.

It is understood that the programs must be new, have significant impact on the responsibility level of the department head and must be substantially different in nature from programs that were provided previously or must be a major addition to a current program, for example, Managed Care in the Mental Health Department.

Added compensation shall range from a minimum of 5% (for #1 above) to a maximum of 10% (#2 above). The Board of Supervisors may increase the compensation within the range of 5% to 10% should they determine that the increased individual department head responsibility falls somewhere between #1 and #2.

A department head who believes they meet the criteria for added compensation under this policy should send a letter to the County Administrative Officer (CAO) and Personnel Director, requesting consideration under the policy and stating the specific reasons why they should be considered. The CAO and Personnel Director shall review the request and prepare a report to the Board of Supervisors with their recommendation(s). If added compensation is approved by the Board of Supervisors said increase shall be effective the first day of the pay period following approval by the Board of Supervisors.

ATTACHMENT 1

MONTHLY SALARIES FOR
APPOINTED DEPARTMENT HEADS
UNIT 10

CLASS NUMBER	CLASS	SALARY 11-14-14
	Agricultural Commissioner-Sealer of Weights and Measures	\$ 9,151
	Chief Probation Officer	\$10,294
	Children and Families Commission Director	\$ 6,623
	Conflict Counsel	\$11,119
	County Administrative Officer	\$14,365
	County Counsel	\$12,956
	County Librarian	\$ 8,715
	Director of Child Support Services	\$10,222
	Director of Health & Human Services	\$14,166
	Director of Human Resources	\$11,051
	Director of Planning & Building	\$ 9,204
	Director of Public Works	\$10,767
	Public Defender	\$11,675

10/2014

ATTACHMENT 2

MONTHLY SALARIES FOR
ELECTED DEPARTMENT HEADS
UNIT 11

CLASS NUMBER	CLASS	SALARY 11-14-14
	Assessor	\$ 9,445
	Auditor-Controller	\$ 9,445
	Coroner-Public Administrator	\$ 8,715
	District Attorney	\$13,166
	Recorder	\$ 9,445
	Sheriff	\$12,422
	Treasurer-Tax Collector	\$ 9,445