



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-16

For the meeting of: January 19, 2016

Date: January 12, 2016

To: Board of Supervisors

From: Dan Fulks, Director of Human Resources *DF*

Subject: RESOLUTION TO ADOPT COMPENSATION PLANS FOR MANAGEMENT & CONFIDENTIAL EMPLOYEES AND ELECTED AND APPOINTED DEPARTMENT HEADS FOR FISCAL YEARS 2015-2016 AND 2016-2017

RECOMMENDATION(S):

That the Board of Supervisors adopt Resolution No. 16-10 (attached) approving the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-2017.

SOURCE OF FUNDING: All County funds.

DISCUSSION: This office has prepared Compensation Plans for Fiscal Years 2015-2016 and 2016-2017 that provide for the following:

1. 27 month term: July 1, 2015 through September 30, 2017.
2. Effective the first full pay period in April of 2016, all employees in this unit shall receive a three (3) percent or six (6) salary ranges increase to base pay.

Effective the first full pay period in July of 2016, all employees in this unit shall receive a two (2) percent or four (4) salary ranges increase to base pay.

Prepared by Daniel Fulks, Director of Human Resources CAO Approval *Amey Rosen*

REVIEW:	Auditor _____	County Counsel <u><i>Am</i></u>	Human Resources <u><i>DF</i></u>	Risk Manager _____	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bass Seconded by Supervisor Fennell

Ayes Sundberg, Fennell, Lovelace, Bohm, Bass

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

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

Dated: Jan 19, 2016

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

- Effective the first full pay period in January of 2017, all employees in this unit shall receive a two (2) percent or four (4) salary ranges increase to base pay.
3. One Time Non-Recurring, Non-Pensionable, Lump Sum Payments to all employees in this unit:
 - a. Effective with the first full pay period in April of 2016, all employees in this unit shall receive a one-time, non-recurring, non-pensionable lump sum in the amount of \$1000.
 - b. Effective with the first full pay period in January of 2017, all employees in this unit shall receive a one-time, non-recurring, non-pensionable lump sum payment of five hundred (\$500.00) dollars.
 4. Retirement: By agreement with the bargaining unit, adds additional employee contributions toward retirement under G.C. 20516 in the amount of 3%. Modifies section that addresses retirement benefit plans to conform with PEPRA.

FINANCIAL IMPACT: Estimated General Fund costs for Fiscal Year 2015-2016 for this bargaining unit would be approximately \$123,000. Estimated General Fund costs on a go-forward basis is \$390,000.

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:

Resolution No. 10-10 Approving 2015-2016 and 2016-2017 Compensation Plan for Designated Management & Confidential Employees and 2015-2016 and 2016-2017 Compensation Plan for Elected and Appointed County Department Heads

Exhibit A – 2015-2016 and 2016-2017 Compensation Plan for Designated Management & Confidential Employees

Exhibit B – 2015-2016 and 2016-2017 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 January 19, 2016

RESOLUTION NO. 16-10

RESOLUTION AMENDING HUMBOLDT COUNTY SALARY RESOLUTION (RESOLUTION NO. 82-170, AS AMENDED) TO IMPLEMENT THE 2015-2016 AND 2016-2017 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 2015-2016 and 2016-2017 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. 2015-2016 and 2016-2017 Compensation Plans for Designated Management and Confidential Employees attached hereto, marked "Exhibit A," and incorporated herein by reference.
 - b. 2015-2016 and 2016-2017 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: January 19, 2016



MARK LOVELACE, Chair
Humboldt County Board of Supervisors

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

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

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA


Certified copy of portion of proceedings, Meeting of January 19, 2016

RESOLUTION NO. 16-10

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 an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

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



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

EXHIBIT A

2015-2016 AND 2016-2017 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 PEPRA.

Tier Three Retirement Plan: For miscellaneous employees first hired by the County (as defined in PEPR) 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 PEPR.

Retirement Cost Sharing GC 20516:

Effective with the first full pay period in April of 2016, at the same time as the three (3) percent salary increase identified in "Salary Adjustments" section of this document goes into effect, all employees in this unit receiving miscellaneous or safety retirement benefits shall share/pay three (3) percent of pensionable income towards the Employer CalPERS retirement rate. . The County shall take the appropriate steps to amend its contract with CalPERS so that employee contributions towards the employer retirement rate are credited to the employee's account with CalPERS (in accordance with Section 20516 of the Government Code).

Salary Adjustments

- A. *Effective the first full pay period in April of 2016, all employees in this unit shall receive a three (3) percent or six (6) salary ranges increase to base pay.*
- B. *Effective the first full pay period in July of 2016, all employees in this unit shall receive a two (2) percent or four (4) salary ranges increase to base pay.*
- C. *Effective the first full pay period in January of 2017, all employees in this unit shall receive a two (2) percent or four (4) salary ranges increase to base pay.*
- D. *One Time Non-Recurring, Non-Pensionable, Lump Sum Payments to all employees in this unit*
 - 1. *Effective with the first full pay period in April of 2016, all employees in this unit shall receive a one-time, non-recurring, non-pensionable lump sum in the amount of \$1000.*
 - 2. *Effective with the first full pay period in January of 2017, all employees in this unit shall receive a one-time, non-recurring, non-pensionable lump sum payment of five hundred (\$500.00) dollars.*

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.

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
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0606 Accountant/Auditor I	391	395	399
0606 Accountant/Auditor II	413	417	421
0605 Administrative Analyst I	411	415	419
0605 Administrative Analyst II	442	446	450
1115 Administrative Assistant/Deputy Clerk of the Board I	374	378	382
1115 Administrative Assistant/Deputy Clerk of the Board II	394	398	402
1115 Administrative Assistant/Deputy Clerk of the Board III	414	418	422
0166 Administrative Secretary	355	359	363
0775 Administrative Services Manager	444	448	452
0776 Administrative Services Officer	419	423	427
0102 Administrative Support Manager to the BOS/Clerk of the Board	442	446	450
0617 Airport Manager	454	458	462
0439 Animal Control And Facilities Manager	424	428	432
0624 Assistant Agricultural Commissioner/ Sealer Weights and Measures	450	454	458
0646 Assistant Auditor-Controller	485	489	493
0474 Assistant Chief Probation Officer	485	489	493
0408 Assistant Coroner-Public Administrator	439	443	447
0601 Assistant County Administrative Officer	564	568	572
0109 Assistant County Clerk	422	426	430

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0603 Assistant County Counsel	566	570	574
0116 Assistant County Recorder	399	403	407
0142 Assistant Dir. of Child Support Services	496	500	504
0922 Assistant Dir. of Psychiatric Nursing	488	492	496
0651 Assistant Director of Human Resources	508	512	516
0655 Assistant Director of Library Services	481	485	489
0650 Assistant Director - Administration Health & Human Services	561	565	569
0649 Assistant Director- Programs Health & Human Services	561	565	569
0616 Assistant District Attorney	546	550	554
0108 Assistant Payroll/Position Control Manager	389	393	397
0625 Assistant Public Defender	542	546	550
0677 Assistant Public Guardian	410	414	418
0682 Assistant Treasurer & Tax Collector	485	489	493
0303 Associate Engineer	476	480	484
0117 Budget Specialist	438	442	446
0608 Business Manager	438	442	446
0198 CAO Project Manager	485	489	493
0613 Chief Appraiser	471	475	479
0838 Chief Building Official	503	507	511
0680 Child Support Special Programs Coord.	420	424	428

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0942 Clinic Physician (extra help only)	\$120.48/hr	\$122.89/hr	\$125.35/hr
0852 Compliance and Quality Assurance Administrator	475	479	483
0437 Correctional Captain	481	485	489
0419 Correctional Lieutenant	467	471	475
0207 County Surveyor	478	482	486
0759 Departmental Information Systems Supervisor	446	450	454
0620 Deputy Assessor	478	482	486
0618 Deputy Auditor-Controller	485	489	493
0931 Deputy Branch Director	523	527	531
0599 Deputy County Administrative Officer	520	524	528
0600 Deputy County Counsel I	427	431	435
0600 Deputy County Counsel II	460	464	468
0600 Deputy County Counsel III	493	497	501
0600 Deputy County Counsel IV	525	529	533
0438 Deputy Director - Sheriff's Administration	485	489	493
0554 Deputy Health Officer	\$10,973/mo	\$11,192/mo	\$11,416/mo
0315 Deputy Planning Director	503	507	511
0300 Deputy Public Works Director	512	516	520
0307 Deputy Public Works Director - Environmental Services	490	494	498
0200 Deputy Public Works Director - Facilities Management	498	502	506

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0301 Deputy Public Works Director - General Services	481	485	489
0619 Development Assistance Manager	485	489	493
0510 Director of Environmental Health	499	503	507
0932 Director of Psychiatric Nursing	499	503	507
0508 Director of Public Health Nursing	499	503	507
0638 Economic Development Coordinator	465	469	473
0634 Economic Development Specialist	442	446	450
0119 Elections Manager	444	448	452
0193 Emergency Services Manager	424	428	432
0699 Employee Relations Officer	479	483	487
0851 Employment and Training Manager	489	493	497
0202 Equipment Superintendent	439	443	447
0103 Executive Assistant to the CAO	376	380	384
0167 Executive Secretary	374	378	382
0181 Executive Secretary-Children & Family Commission	374	378	382
0253 Facility Maintenance Manager	428	432	436
0252 Facility Maintenance Supervisor	395	399	403
0184 Fiscal Officer	419	423	427
0174 Fiscal Services Supervisor	391	395	399
0545 Health & Human Services - Mental Health Branch Director	542	546	550

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0818 Health & Human Services - Social Services Branch Director	542	546	550
0544 Health & Human Services - Public Health Branch Director	542	546	550
0814 Health and Human Services - Deputy Director-Employee Services	518	522	526
0817 Health and Human Services - Deputy Director-Finance	518	522	526
0816 Health and Human Services - Deputy Director-Information Services	518	522	526
0840 Health Officer-Medical Director	\$88.67/hr	\$90.44/hr	\$92.25/hr
0645 Housing and Assistance Coordinator	442	446	450
0697 Human Resources Analyst - Risk I	414	418	422
0697 Human Resources Analyst - Risk II	442	446	450
0684 Human Resources Analyst I	414	418	422
0684 Human Resources Analyst II	442	446	450
0699 Human Resources Technician I	363	367	371
0699 Human Resources Technician II	392	396	400
0380 Information Systems Supervisor	446	450	454
0417 Investigator	428	432	436
0413 Investigator (Code Enforcement)	442	446	450
0644 IT Applications Analyst Supervisor	466	470	474
0131 IT Division Director	518	522	526
0645 IT Systems Supervisor	452	456	460
0482 Juvenile Corrections Facility Manager	429	433	437

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
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CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0815 Legal Accounting Specialist	374	378	382
0683 Legal Analyst	442	446	450
0197A Legal Office Assistant I	302	306	310
0197B Legal Office Assistant II	322	326	330
0134 Legal Office Business Manager	457	461	465
0143 Legal Office Services Manager	419	423	427
0139 Legal Secretary I	333	337	341
0139 Legal Secretary II	352	356	360
0652 Library Division Manager	458	462	466
0902 Medical Director	717	721	725
0905 Medical Records Manager	462	466	470
0169 Office Assistant I	284	288	292
0169 Office Assistant II	305	309	313
0186 Office Assistant III	326	330	334
0118 Office Services Supervisor	378	382	386
0452 Paralegal I	344	348	352
0452 Paralegal II	363	367	371
0938 Payroll/Personnel Specialist	352	356	360
0941 Payroll/Personnel Supervisor	384	388	392
0113 Payroll/Position Control Manager	419	423	427
0336 Permit Supervisor	448	452	456

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0151 Personnel Assistant	320	324	328
0609 Personnel Technician	363	367	371
0937 Physician/Psychiatrist	686	690	694
0930 Physician/Psychiatrist (extra help only)	733	737	741
0687 Policy and Legislative Manager (MSS)	475	479	483
0475 Probation Division Director	449	453	457
0425 Program Coordinator	424	428	432
0934 Program Manager	489	493	497
0747 Program Manager I	489	493	497
0750 Program Manager II	499	503	507
0146 Public Education and Information Manager (MSS)	466	470	474
0842 Public Guardian	446	450	454
0512 Public Health Lab Director	514	518	522
0516 Public Health Lab Manager	481	485	489
0195 Public Information Specialist	411	415	419
0129 Public Works Dispatcher	345	349	353
0915 Quality Management Coordinator	462	466	470
0620 Real Property Manager	469	473	477
0700 Risk Manager	475	479	483
0201 Road Superintendent	434	438	442
0175 Secretary	339	343	347

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0605 Senior Administrative Analyst Trainee	383	387	391
0605 Senior Administrative Analyst	465	469	473
0665 Senior Buyer	376	380	384
0598 Senior Deputy County Counsel	540	544	548
0123 Senior Fiscal Assistant	357	361	365
0539 Senior Health Program Manager	439	443	447
0690 Senior Human Resources Analyst - Risk	454	458	462
0138 Senior Legal Secretary	374	378	382
0110 Senior Office Assistant	352	356	360
0685 Senior Payroll/Personnel Specialist	362	366	370
0928 Senior Program Manager - Mental Health	499	503	507
0929 Senior Program Manager - Public Health	499	503	507
0924 Senior Psychiatrist	702	706	710
0394 Senior Staff Services Manager	456	460	464
0182 SSB Secretary II (MSS class)	355	359	363
0729 Staff Services Analyst I	411	415	419
0729 Staff Services Analyst II	442	446	450
0396 Staff Services Analyst III	444	448	452
0395 Staff Services Manager	446	450	454
0389 Staff Services Specialist (M&C)	368	372	376
0612 Supervising Appraiser	449	453	457

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0610	Supervising Attorney	542	546	550
0614	Supervising Auditor-Appraiser	453	457	461
0364	Supervising Child Support Attorney	542	546	550
0114	Supervising Legal Secretary	384	388	392
0681	Supervising Planner	466	470	474
0470	Supervising Probation Officer	429	433	437
0674	Supervising Tax-Collector	383	387	391
0171	Supervising Treasurer	383	387	391
0672	Veterans Service Officer	383	387	391

EXHIBIT B

2015-2016 AND 2016-2017 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.

Retirement Cost Sharing GC 20516: *Effective with the first full pay period in April of 2016, at the same time as the three (3) percent salary increase identified in "Salary Adjustments" section of this document goes into effect, all employees in this unit receiving miscellaneous or safety retirement benefits shall share/pay three (3) percent of pensionable income towards the Employer CalPERS retirement rate. . The County shall take the appropriate steps to amend its contract with CalPERS so that employee contributions towards the employer retirement rate are credited to the employee's account with CalPERS (in accordance with Section 20516 of the Government Code).*

Salary Adjustments:

- A. *Effective the first full pay period in April of 2016, all employees in this unit shall receive a three (3) percent or six (6) salary ranges increase to base pay.*
- B. *Effective the first full pay period in July of 2016, all employees in this unit shall receive a two (2) percent or four (4) salary ranges increase to base pay.*
- C. *Effective the first full pay period in January of 2017, all employees in this unit shall receive a two (2) percent or four (4) salary ranges increase to base pay.*
- D. *One Time Non-Recurring, Non-Pensionable, Lump Sum Payments to all employees in this unit*
 - 1. *Effective with the first full pay period in April of 2016, all employees in this unit shall receive a one-time, non-recurring, non-pensionable lump sum in the amount of \$1000.*
 - 2. *Effective with the first full pay period in January of 2017, all employees in this unit shall receive a one-time, non-recurring, non-pensionable lump sum payment of five hundred (\$500.00) dollars.*

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.

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
ADOPTED 1-19-16**

CLASS	SALARY RANGE EFFECTIVE 4-10-16	SALARY RANGE EFFECTIVE 7-3-16	SALARY RANGE EFFECTIVE 1-1-17
Agricultural Commissioner-Sealer of Weights and Measures	\$9,426	\$9,614	\$9,806
Chief Probation Officer	\$10,603	\$10,815	\$11,031
Children and Families Commission Director	\$6,822	\$6,958	\$7,097
Conflict Counsel	\$11,453	\$11,682	\$11,915
County Administrative Officer	\$14,796	\$15,092	\$15,393
County Counsel	\$13,345	\$13,612	\$13,884
County Librarian	\$8,976	\$9,156	\$9,339
Director - Department of Health and Human Services	\$14,077	\$14,359	\$14,646
Director of Child Support Services	\$10,529	\$10,740	\$10,954
Director of Human Resources	\$11,382	\$11,610	\$11,842
Director of Planning & Building	\$9,481	\$9,670	\$9,864
Director of Public Works	\$11,090	\$11,312	\$11,538
Public Defender	\$12,025	\$12,266	\$12,511

ATTACHMENT 2
MONTHLY SALARIES FOR
ELECTED DEPARTMENT HEADS
UNIT 11
Adopted 1-19-16

CLASS	SALARY RANGE 4-10-16	SALARY RANGE 7-3-16	SALARY RANGE 1-1-17
Assessor	\$9,729	\$9,923	\$10,122
Auditor-Controller	\$9,729	\$9,923	\$10,122
District Attorney	\$13,561	\$13,832	\$14,109
Recorder	\$9,729	\$9,923	\$10,122
Sheriff - Coroner Public Administrator	\$14,074	\$14,355	\$14,643
Treasurer-Tax Collector	\$9,729	\$9,923	\$10,122