

**BEFORE THE BOARD OF SUPERVISORS OF THE
COUNTY OF AMADOR, STATE OF CALIFORNIA**

IN THE MATTER OF:

RESOLUTION REGARDING)
SALARIES AND FRINGE BENEFITS)
FOR MID-MANAGEMENT EMPLOYEES)

RESOLUTION NO. 22-063

BE IT RESOLVED that this resolution is being adopted to reflect the following changes:

- The Budget Director shall receive an increase in pay to \$55.70 per hour retroactive to August 1, 2020 for the managing the CARES Act financial and administrative functions, special revenue reporting and grant administration. This replaces Resolution 20-126 adopted on September 22, 2020 approving a 7% stipend for the additional duties added to the Budget Director's job duties and corrects Resolution 22-054 that changed the pay rate and wage plan(s) for the Budget Director to \$58.13.

TERMS AND CONDITIONS

1. Employees herein identified serve at the pleasure of their respective Agency/Department Head or Elected Official, with the concurrence of the CAO. However, in the event of a proposed action that could result in demotion, reduction in hours, loss of pay, or termination, the concurrence of the Board of Supervisors shall be required if either the department head or the employee submits a request. Such request(s) shall be made in writing within seven (7) working days of written notice of the proposed action.
2. Personnel covered by this resolution are required to devote the appropriate amount of time at their place of work, either in the office or at other sites, necessary to complete the responsibilities and duties of their positions.
3. Mid-Management employees are exempt from the Fair Labor Standards Act (FLSA) as it relates to wages and overtime requirements. Exempt employees are not eligible for overtime

Classification and Wage Plan listed as Appendix A

BENEFIT PACKAGE

4. **Longevity:**
 - A. Effective retroactive to October 1, 2017, longevity pay will be granted to all members of this unit for 10, 15, and 20 years in 2.5% increments under the same terms and conditions as the County's General Unit bargaining Group
 - B. Employees shall receive longevity wage increases on their base pay when they have completed: five (5) (effective August 8, 2021), ten (10), fifteen (15), twenty (20) years, and twenty-five (25) years of regular and permanent County employment. At the completion of each of the

benchmark years (i.e., 5, 10, 15, 20, 25 years), the employees shall receive the salary increase enumerated below for the applicable level of completed years of service:

Completed Years of Service	Base Salary Adjustment
5 (eff. 8/8/2021)	2.500%*
10	5.063%*
15	7.700%*
20	10.390%*
25	13.15%*

**These amounts do not “stack” or “combine”. Any special compensation shall be calculated on the combined rate of base pay PLUS longevity for employees eligible and so situated.*

5. **Voluntary Reduced Work Schedule:** Employees have the option to continue their voluntary reduced work schedule of 36 hours per week or 72 hours bi-weekly, request a voluntary reduced work schedule of 36 hours per week or 72 hours bi-weekly or rescind their previous request for a voluntary reduced work schedule. Employee’s seniority, benefits and leave accruals will not be affected. Employees have the option of working a 36 hour work week or a work 72 hours every two weeks (40 hours one week and 32 hours the next week). Employees who elect to take the reduced workweek do not need to submit a request each year to continue their reduced work schedule. If an employee elects to take the reduced workweek, they shall remain on the reduced workweek until the beginning of the following fiscal year. The County reserves the right to rescind the reduced workweek at any time.

6. **Retirement Program:** Employees herein shall receive the same Public Employees’ Retirement System program offered to the County’s General bargaining group; as such program may be amended from time to time. The Employer Paid Member Contribution (EPMC) shall be as follows:

- A. Effective October 1, 2011, the EPMC shall be 1% for all Classic employees in this unit.
- B. Effective January 1, 2013 all employees hired as new employees according to PERS regulations shall pay one-half of normal cost as determined by CalPERS.
- C. Effective July 1, 2016 all Classic employees shall pay the full seven percent (7%) of the EPMC for PERS Miscellaneous employees or their full nine percent (9%) for PERS Safety/Local Prosecutor employees of the EPMC.

7. **Health Insurance:** Employees herein shall be eligible for the same group health insurance programs provided to the County’s General Unit bargaining group except for the Program Manager – Special Prosecutions Unit. This employee shall be eligible for the same group health plans provided to employees in the Amador County Deputy District Attorneys Association (ACDDAA).

- A. The premium cost share will be 87.5% paid by the employer and 12.5% paid by the employee for all employees except the Program Manager-Special Prosecutions Unit. This employee will receive the same cost share the ACDDAA employees receive.
- B. Mid-Management employees retiring from County service shall be granted the

right to continue participation in the group health insurance programs provided for active Mid-Management employees, to the extent said insurance programs allow, **at the retired employee's expense.**

- C. For full-time Mid-Management employees, a cash payment per pay period of \$215.12 shall be paid to all Mid-Management employees in lieu of major medical insurance other than the County's, after proof of other major medical insurance has been obtained. The County shall retain the remainder of the premium it otherwise would have paid to that employee. If the employee waives all benefits except life insurance, the cash total is \$233.58 per pay period. Part-time Mid-Management employees are entitled to a pro-rated cash payment in lieu of major medical insurance, subject to the same terms and conditions as listed above. During the bi-weekly payroll transition period starting September 1, 2019 through December 31, 2019 Mid-Management employees will be receiving a cash payment of \$241.78 per pay period in lieu of major medical insurance other than the County's after proof of other major medical insurance has been obtained. If the employee waives all benefits, except life insurance the cash total is \$253.05 per pay period.

8. **Sick Leave:** Employees herein shall accrue sick leave at the same rate as the County's General Unit bargaining group as follows:

- A. Regular full-time and regular part-time employees shall earn and accrue paid sick leave in regular increments of 3.6923 hours each pay period for every eighty (80) hours worked up to a maximum of 96 hours per year.
- B. Employees on a voluntary reduced work schedule shall earn and accrue paid sick leave in regular increments of 3.6923 hours paid sick leave each pay period for every seventy-two (72) hours worked up to a maximum of 96 hours per year.
- C. Unused sick leave shall accrue from year to year.
- D. Upon retirement only, an employee who has accrued a minimum of 500 sick leave hours shall have the cash value for one-half of the number of accrued sick leave hours up to a maximum payoff of 500 hours contributed to the Retirement Health Savings (RHS) plan for Mid-Management.

In the event that a retired employee dies, leaving a balance in their RHS account and there is no eligible spouse or dependent, the funds are forfeited. Forfeited funds shall be distributed equally among the accounts of other retired employees within the Mid-Management unit who have RHS accounts at the time of forfeiture.

9. **Vacation Leave:** Employees herein shall earn and accrue paid vacation leave in accordance with the following provisions (All other terms and conditions shall be the same as the County's General bargaining group):

- A. **Years 1-9:** For the first through the ninth continuous years of service, vacation leave shall be earned and accrued at the rate of 4.9230 hours in regular increments each pay period for every eighty (80) hours worked up to a maximum of 128 hours per year . Employees on a

voluntary reduced work schedule, vacation leave shall be earned and accrued in regular increments of 4.9230 each pay period for every 72 hours worked up to a maximum of 128 hours per year.

- B. **Years 10 Plus:** For the tenth and succeeding continuous years of service, vacation leave shall be earned and accrued at the rate of 6.4615 hours in regular increments each pay period for every eighty (80) hours worked up to a maximum of 168 hours per year. Employees on a voluntary reduced work schedule, vacation leave shall be earned and accrued at the rate of 6.4615 hours in regular increments each pay period for every seventy-two (72) hours worked up to a maximum of 168 hours per year.
- C. Employees will only be allowed to carry over a two (2) year vacation accrual maximum. Accrual of vacation leave shall cease when the maximum amount of vacation leave allowed has accrued and been unused by the employee, but shall recommence when the unused balance of an employee's accrued vacation leave is below the maximum allowed accrual.
- D. An employee may elect to be paid off in cash (up to 40 hours only); provided, however, that the criteria outlined in the Amador County Policies and Procedures Manual (Policy #2-230) has been met. An employee may elect to be paid off once a year at the end of the calendar year or at the end of the fiscal year.

10. **Holiday Leave:** Mid-Management employees will receive the same paid holiday leave as the County's General bargaining group. For employees taking the voluntary reduced work schedule, they will be paid eight (8) hours of holiday pay. Any difference in the number of hours used on that holiday can be taken from vacation leave. If vacation leave is not available, employees will be docked the difference in pay.

11. **Management/Administrative Leave:** Mid-Management Classifications shall earn and accrue Management/Administrative Leave in regular increments of 1.5384 hours each pay period for every eighty (80) hours worked up to a maximum of forty (40) hours per year. For employees on a voluntary reduced work schedule they shall earn and accrue paid Management/Administrative Leave in regular increments of 1.5384 hours paid sick leave each pay period for every seventy-two (72) hours worked up to a maximum of forty (40) hours per year subject to the following conditions:

- A. An employee may accrue Management/Administrative leave up to a maximum amount equal to twice their current annual Management/Administrative accrual rate. Accrual of Management/Administrative leave shall cease when the maximum amount of Management/Administrative leave allowed has accrued and been unused by the employee, but shall recommence when the unused balance of an employee's accrued Management/Administrative leave is below the maximum allowed accrual. An employee shall not be eligible to utilize his/her Management/Administrative Leave until after completion of six (6) continuous months of employment with the County.
- B. Part-time employees will have the leave pro-rated based on the numbers of hours worked.

- C. If an eligible employee separates from County employment, said employee will not be paid in cash for any unused professional Management/Administrative leave. However, if an eligible employee moves to another County employment classification, which has no professional leave, said employee will be paid off in cash.

12. **Deferred Compensation Annuity Program:** Every regular employee may enroll in a Deferred Compensation Annuity Program offered by a carrier through the County, in accordance with the enrollment provisions established by the carrier. For contributions to such a program, the employee shall utilize monthly payroll deductions, which shall be authorized, in writing, by the employee at least thirty (30) days prior to the first deduction. At its sole discretion, the County may change Deferred Compensation Plans. The County will contribute \$23.08 per pay period (based on 26 pay periods) up to \$600.00 annually to the section 457 deferred compensation account of each employee who contributes at least \$23.08 dollars per pay period (based on 26 pay periods per year) to their deferred compensation. In the years where there is an additional pay period (27 pay periods), the County will contribute \$22.22 per pay period up to \$600 annually to the section 457 deferred compensation account of each employee who contributes at least \$22.22 per pay period up to \$600 annually. However, if the employee ceases such contributions, the county match will no longer apply.

13. **Employee Wellness Program:** The County agrees to provide up to \$100.00 per calendar year cost reimbursement to non-smoking Mid-Management employees who participate in an organized fitness program or organized weight-reduction program.

EFFECTIVE DATE

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Amador at a regular meeting thereof, held on the 26th day of April, 2022 by the following vote:

AYES: Richard M. Forster, Jeff Brown, Brian Oneto, Patrick Crew, Frank U. Axe

NOES: None

ABSENT: None



Richard M. Forster, Chairman, Board of Supervisors

ATTEST:
JENNIFER BURNS, Clerk of the
Board of Supervisors, Amador County,
California

Deputy

