

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

IN THE MATTER OF:

RESOLUTION REGARDING) RESOLUTION NO. 19-092
SALARIES AND FRINGE BENEFITS)
FOR MID-MANAGEMENT EMPLOYEES)

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

- Effective September 1, 2019, the County is transitioning from processing payroll Monthly to Bi-Weekly
- Employees may request a one-time additional Vacation Cash Out of up to 40 hours earned through August 31, 2019, subject to the usual criteria, payable on September 19, 2019. All requests must be made in writing to the CAO for approval by August 29, 2019 and are payable on the September 19, 2019 paycheck
- Effective September 22, 2019, Mid-Management employees will receive a 2% wage increase

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 requests same. 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. With the exception of the OES Coordinator, 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. The OES Coordinator is covered by the FLSA as it relates to wages, overtime, record keeping, and equal pay standards.
4. 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.

09/01/2019 and 09/22/2019 Classification and Wage Plan and listed as Appendix A

BENEFIT PACKAGE

Voluntary Reduced Work Schedule: Employees have the option to continue their voluntary reduced work schedule of 36 hours per 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.

5. **Retirement Program:** Employees herein shall receive the same Public Employees' Retirement (Resolution 19-092) (08/13/2019)

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

6. **Health Insurance:** Employees herein shall be eligible for the same group health insurance programs provided to the County's General Unit bargaining group.

- A. The premium cost share will be 87.5% paid by the employer and 12.5% paid by the employee for plan years after 2017.
- 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.

7. **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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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 13th day of August, 2019 by the following vote:

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

NOES: None

ABSENT: None



Chairman, Board of Supervisors

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



Deputy

**APPENDIX A
MID-MANAGEMENT UNIT CLASSIFICATION AND WAGE PLAN
EFFECTIVE 9/01/2019 (Bi-weekly payroll transition)**

Classification	Bi-Weekly**** Salaries	10 yr	15 yr	20 yr
Animal Control Director	\$3,408.19	\$3,493.40	\$3,580.73	\$3,670.25
Assistant Assessor	\$3,393.28	\$3,478.11	\$3,565.07	\$3,654.19
Assistant Auditor-Controller	\$3,842.17	\$3,938.23	\$4,036.68	\$4,137.60
Assistant County Counsel (vacant)	\$5,174.93	\$5,304.30	\$5,436.91	\$5,572.83
Behavioral Health Director	\$4,882.67	\$5,004.74	\$5,129.86	\$5,258.10
Budget Director	\$4,140.93	\$4,244.45	\$4,350.56	\$4,459.33
Chief Building Official***	\$3,874.62	\$3,971.48	\$4,070.77	\$4,172.54
Chief Deputy Clerk/Recorder	\$3,286.97	\$3,369.15	\$3,453.37	\$3,539.71
Chief Deputy Registrar of Voters	\$3,286.90	\$3,369.07	\$3,453.30	\$3,539.63
Chief Deputy Treasurer/Tax Collector	\$2,968.75	\$3,042.97	\$3,119.04	\$3,197.02
County Librarian	\$3,849.13	\$3,945.36	\$4,043.99	\$4,145.09
County Surveyor	\$3,632.89	\$3,723.71	\$3,816.80	\$3,912.22
County Surveyor (part-time)	45.24/hr	46.37/hr	47.53/hr	48.71/hr
Deputy Director of Behavioral Health (Fiscal and Administrative Services)	\$3,691.05	\$3,783.33	\$3,877.91	\$3,974.86
Deputy Director of Social Services (Finance/Facilities/Administration)	(vacant)			
Deputy Director of Social Services (Social Services Agency Programs)	\$3,691.05	\$3,783.33	\$3,877.91	\$3,974.86
(vacant)				
Deputy Director of Social Services (Social Services Agency Programs)	\$3,738.28	\$3,831.73	\$3,927.53	\$4,025.71
Director of Environmental Health	\$3,918.23	\$4,016.19	\$4,116.59	\$4,219.51
Director of Solid Waste Programs/Safety Programs (vacant)	\$3,887.41	\$3,984.59	\$4,084.21	\$4,186.31
GSA County Government Support Services Director	\$3,977.39	\$4,076.82	\$4,178.74	\$4,283.21
Planning Director	\$4,302.50	\$4,410.06	\$4,520.31	\$4,633.32
Psychiatrist**	\$13,867.94	\$14,214.63	\$14,570.00	\$14,934.25
Public Health Director*	\$4,044.54	\$4,145.66	\$4,249.30	\$4,355.53
Public Works Maintenance Superintendent	\$3,606.04	\$3,696.20	\$3,788.60	\$3,883.32
Social Services Director (vacant)	\$4,882.63	\$5,004.69	\$5,129.81	\$5,258.05

*Updated Retroactive to 07/01/2016

**Updated 04/01/2017

***Updated 12/04/2018

3-20-2018 Longevity added as approved by the Board of Supervisors

5-14-2019 Board approved part-time hourly surveyor

***** 1st paycheck paid at 1/2 this amount for the period of 9/1/2019 - 9/7/2019 to transition into bi-weekly payroll

**APPENDIX A
MID-MANAGEMENT UNIT CLASSIFICATION AND WAGE PLAN
2% Increase Effective 9/22/2019**

Classification	Bi-Weekly Salaries	10 yr	15 yr	20 yr
Animal Control Director	\$3,476.36	\$3,563.27	\$3,652.35	\$3,743.66
Assistant Assessor	\$3,461.15	\$3,547.67	\$3,636.37	\$3,727.28
Assistant Auditor-Controller	\$3,919.02	\$4,016.99	\$4,117.42	\$4,220.35
Assistant County Counsel (vacant)	\$5,278.43	\$5,410.39	\$5,545.65	\$5,684.29
Behavioral Health Director	\$4,980.33	\$5,104.83	\$5,232.45	\$5,363.27
Budget Director	\$4,223.75	\$4,329.34	\$4,437.57	\$4,548.51
Chief Building Official***	\$3,952.11	\$4,050.91	\$4,152.18	\$4,255.99
Chief Deputy Clerk/Recorder	\$3,352.71	\$3,436.53	\$3,522.44	\$3,610.50
Chief Deputy Registrar of Voters	\$3,352.64	\$3,436.45	\$3,522.36	\$3,610.42
Chief Deputy Treasurer/Tax Collector	\$3,028.12	\$3,103.83	\$3,181.42	\$3,260.96
County Librarian	\$3,926.11	\$4,024.27	\$4,124.87	\$4,228.00
County Surveyor	\$3,705.55	\$3,798.18	\$3,893.14	\$3,990.47
County Surveyor (part-time)	45.24/hr	47.29/hr	48.48/hr	49.69/hr
Deputy Director of Behavioral Health (Fiscal and Administrative Services)	\$3,764.87	\$3,858.99	\$3,955.47	\$4,054.35
Deputy Director of Social Services (Finance/Facilities/Administration)				
(vacant)	\$3,764.87	\$3,858.99	\$3,955.47	\$4,054.35
Deputy Director of Social Services (Social Services Agency Programs)				
(vacant)	\$3,813.04	\$3,908.37	\$4,006.08	\$4,106.23
Director of Environmental Health	\$3,996.59	\$4,096.51	\$4,198.92	\$4,303.90
Director of Solid Waste Programs/Safety Programs (vacant)	\$3,965.16	\$4,064.29	\$4,165.89	\$4,270.04
GSA County Government Support Services Director	\$4,056.93	\$4,158.36	\$4,262.32	\$4,368.87
Planning Director	\$4,388.55	\$4,498.26	\$4,610.72	\$4,725.98
Psychiatrist**	\$14,145.29	\$14,498.93	\$14,861.40	\$15,232.94
Public Health Director*	\$4,125.44	\$4,228.57	\$4,334.29	\$4,442.64
Public Works Maintenance Superintendent	\$3,678.16	\$3,770.12	\$3,864.37	\$3,960.98
Social Services Director (vacant)	\$4,980.28	\$5,104.78	\$5,232.40	\$5,363.21

*Updated Retroactive to 07/01/2016

**Updated 04/01/2017

***Updated 12/04/2018

3-20-2018 Longevity added as approved by the Board of Supervisors
5-14-2019 Board approved part-time hourly surveyor