

**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. 17-035

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

- **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.**

**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.

**CLASSIFICATION AND WAGE PLAN**

4. **See Appendix A**

**BENEFIT PACKAGE**

5. **Voluntary Reduced Work Schedule:** Effective July 1, 2015, employees have the option to continue their voluntary reduced work schedule of 156.6 hours per month, request a voluntary reduced work schedule of 156.6 hours 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

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

- A. Effective December 2016 payroll, Mid-Management employee's benefit cost share will be as follows for the 2017 plan year:
  - Blue Shield PPO
    - Single Party \$54.25, Two Party \$113.25 and Family Party \$162.50
  - Delta Dental PPO\*
    - Single Party \$3.27, Two Party \$6.46 and Family Party \$10.34
  - Vision Service Plan (VSP)\*
    - Composite Rate \$1.19

*\*Upgrade costs are additional and are paid 100% by employee*

The premium cost share will revert back to 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 of \$466.10 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 \$506.10.

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 each pay period of employment up to a maximum of 96 hours per year.
- B. For employees on a voluntary reduced work schedule of 156.6 hours per month, they will accrue 8 hours sick leave per month 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 eight (8) hours of vacation leave for every 130.5 hours of service, which accrual shall be credited monthly. For employees on a voluntary reduced work schedule of 156.6 hours per month, they will accrue eight (8) hours of vacation leave for every 117.45 hours of service, which accrual will be credited monthly.
- B. **Years 10 Plus:** For the tenth and succeeding continuous years of service, vacation leave shall be earned and accrued at the rate of eight (8) hours of vacation leave for every 99.43 hours of service, which accrual shall be credited monthly. For employees on a voluntary reduced work schedule of 156.6 hours per month, they will accrue eight (8) hours of vacation leave for every 89.49 hours of service, which accrual shall be credited monthly.
- 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 of 156.6 hours per month, 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. **Professional Leave:** Mid-Management Classifications listed below shall accrue up to five (5) days of professional leave each calendar year at the rate of 8 hours of professional leave for every 417.6 hours of service, credited monthly. For employees on a voluntary reduced work schedule of 156.6 hours per month, they will accrue up to five (5) days of professional leave each calendar year at a rate of 8 hours of professional leave for every 375.84 hours of service, credited monthly, subject to the following conditions:

- A. An employee may accrue professional leave up to a maximum amount equal to twice their current annual professional accrual rate. Accrual of professional leave shall cease when the maximum amount of professional leave allowed has accrued and been unused by the employee, but shall recommence when the unused balance of an employee's accrued professional leave is below the maximum allowed accrual.
- 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 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.
- D. An employee is required to have such leave approved by their agency/department head.
- E. An employee must prepare written documentation supporting their professional development leave and its relationship to their position.
- F. This leave is not intended to preclude the normal assignment of training or professional development hours required by the position and compensated as a normal part of expected functions.
- G. Eligible Classifications: Assistant County Counsel, Health Services Director and Deputy Director of Public Works Projects
- H. The purpose for this Professional Leave shall be to provide additional time for eligible employees to continue education as required to maintain necessary professional development levels.

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 effective date of changes for this Resolution shall be April 11, 2017.

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 11<sup>th</sup> day of April, 2017 by the following vote:

AYES: Richard M. Forster, Lynn A. Morgan, Patrick Crew, Frank U. Axe, and Brian Oneto

NOES: None

ABSENT: None

  
Richard M. Forster, Chairman, Board of Supervisors

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

  
Deputy