

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

IN THE MATTER OF:

RESOLUTION REGARDING)
SALARIES AND FRINGE BENEFITS)
FOR CONFIDENTIAL EMPLOYEES)

RESOLUTION NO. 14-047

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

- Effective June 1, 2014 all employees are being offered the option of a reduced work schedule (voluntary reduction of hours) of 156.6 hours per month for the 2014/2015 fiscal year.
 - Employees may work a 36 hour work week
 - Employees may work 72 hours every two weeks (40 hours one week and 32 hours the next week).
 - Employee's seniority, benefits and leave accruals will not be affected
 - Overtime will be accrued for any hours worked over 40 hours in a workweek

Pay ranges for non-exempt classifications are as set forth below:

Range	Classification	Step A	Step B	Step C	Step D	Step E	10 yr	15 yr	20 yr
1077	Administrative Assistant II	15.35	16.11	16.92	17.77	18.65	19.12	19.60	20.09
1861	Administrative Legal Secretary	23.19	24.34	25.56	26.84	28.18	28.89	29.61	30.35
1675	Administrative Supervisor (SO)	21.33	22.40	23.52	24.69	25.93	26.58	27.24	27.92
2136	Clerk Of the Board	25.94	27.23	28.59	30.02	31.52	32.31	33.12	33.95
1185	Deputy Board Clerk I	16.43	17.25	18.11	19.02	19.97	20.47	20.98	21.50
1351	Deputy Board Clerk II	18.09	18.99	19.94	20.94	21.98	22.53	23.10	23.68
1578	Deputy Board Clerk III	20.36	21.38	22.45	23.57	24.75	25.37	26.00	26.65
1582	Finance Technician (DA)	20.40	21.42	22.50	23.62	24.80	25.42	26.06	26.71
1741	Human Resource Technician	21.99	23.09	24.24	25.46	26.73	27.40	28.08	28.78
2214	Paralegal (CC)	26.72	28.05	29.46	30.93	32.48	33.29	34.12	34.97
1755	Payroll Specialist I	22.13	23.24	24.40	25.62	26.90	27.57	28.26	28.97
2068	Payroll Specialist II	25.26	26.52	27.84	29.24	30.70	31.47	32.25	33.06
2116	Human Resource Specialist	25.74	27.03	28.38	29.80	31.29	32.07	32.87	33.69
1705	Records Manager	21.63	22.71	23.85	25.04	26.29	26.95	27.62	28.31
2412	Senior Administrative Analyst	28.70	30.14	31.64	33.22	34.89	35.76	36.65	37.57

Pay ranges for exempt classifications are as set forth below:

Range	Classification	Step A	Step B	Step C	Step D	Step E	10 yr	15 yr	20 yr
3418	Deputy County Counsel I	38.76	40.70	42.73	44.87	47.11	48.29	49.50	50.74
3806	Deputy County Counsel II	42.64	44.77	47.01	49.36	51.83	53.12	54.45	55.81
4230	Deputy County Counsel III	46.88	49.22	51.69	54.27	56.98	58.41	59.87	61.36
2955	Human Resource Administrative/ Risk Manager	34.13	35.84	37.63	39.51	41.49	42.52	43.59	44.68
2092	Executive Assistant	25.50	26.78	28.12	29.52	31.00	31.77	32.57	33.38
2868	Budget Analyst	33.26	34.92	36.67	38.50	40.43	41.44	42.47	43.54

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. Confidential employees are covered by the Fair Labor Standards Act (FLSA) as it relates to wages, overtime (based upon hours worked in excess of a regularly scheduled 8-hour workday or 40 hours per week), record keeping, and equal pay standards, with the exception of the following classifications:
 - A. Budget Analyst
 - B. Deputy County Counsel I
 - C. Deputy County Counsel II
 - D. Deputy County Counsel III
 - E. Executive Assistant
 - F. Human Resource Administrative/Risk Manager
3. The exempt employees listed in #2 above 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. Exempt employees are not eligible for overtime.
4. Confidential employees are eligible for, and will receive, step increases under the same terms and conditions as the County's General Unit bargaining group.
5. Longevity pay will be granted to all members of this unit for 10, 15, and 20 years of service under the same terms and conditions as the County's General Unit bargaining group.
6. The salaries reflected above include a five percent (5%) differential above the County's General Unit bargaining group for confidential status.

BENEFIT PACKAGE

7. **Voluntary Reduced Work Schedule:** Effective June 1, 2014, employees have the option of a voluntary reduced work schedule (voluntary reduction of hours) of 156.6 hours per month for fiscal year 2014/2015. Employees may either work a 36 hour work week or work 72 hours every two weeks (40 hours one week and 32 hours the next week). Employee's seniority, benefits and leave accruals will not be affected.
8. **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. 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.

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

For full-time confidential employees, a cash payment of \$466.10 shall be paid to all confidential 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 \$506.08. Part-time Confidential 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.

10. **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. Unused sick leave shall accrue from year to year.
- C. Upon retirement only, an employee who has accrued a minimum of 500 sick leave hours may, upon request of the employee, be paid in cash for one-half of the number of accrued sick leave hours up to a maximum payoff of 500 hours, with the balance of unused sick leave going toward PERS service credit.

11. **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 Unit 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 for fiscal year 2014/2015, 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 for fiscal year 2014/2015, 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. Employees in this unit may elect to be paid off in cash (up to 40 hours only); provided, however, that the criteria outlined in Amador County #2-230 has been met.

12. **Holiday Leave:** Confidential employees will receive the same paid holiday leave as the County's General Unit bargaining group. For employees taking the voluntary reduced work schedule of 156.6 hours per month for fiscal year 2014/2015, 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 and/or CTO leave. If vacation and/or CTO are not available, employees will be docked the difference in pay.

13. **Professional Leave:** Exempt professional classifications (*i.e.* Deputy County Counsel I, II and III) 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 for fiscal year 2014/2015, 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 eligible employee may accrue professional leave up to a maximum amount equal to twice their current annual professional accrual rate (*i.e.*, 10 days). 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. Eligible employees must pass their probationary period before leave can be utilized.
- C. The probationary period for professional employees, for purposes of professional leave benefits, shall be twelve (12) months.
- D. Part-time employees will have the leave pro-rated based on the number of hours worked.
- E. An eligible employee who separates from County employment will not be paid in cash for any unused professional leave. However, if an employee transfers to another unit that has no professional leave, the employee will be paid off in cash.
- F. An employee is required to have such leave approved by their agency/department head.
- G. An employee must prepare written documentation supporting their professional development leave and its relations to their position.
- H. 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.

14. **Bar Dues:** The County shall pay for employees the cost of the State Bar Association dues necessary for the employee to practice law in California. The County shall pay for the minimum cost of the dues only (referred to on State Bar Membership Statement as membership fees) and shall not pay for any additional options such as CDCBA, CSCHS, lobbying, etc.

The County shall make the payment each year on or before the annual renewal due date specified by the State Bar for an employee who has been employed as an Amador County Deputy County Counsel at least on January 1 of the year for which the dues are paid. The employee shall provide their invoice to the Auditor's Office one month before the due date of each year to ensure his/her dues will be paid before the due date.

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

INTERNSHIP PROGRAM

On July 29, 2003, the Board of Supervisors adopted the Use of Interns Policy #2-244 which authorized County departments to hire interns as temporary employees. All placements are contingent upon departmental budget appropriations and County Administrative Officer approval of such requests for temporary help.

Internships are temporary positions within this Unit. They are designed to provide job training. No intern may work more than 999 hours per fiscal year. Interns do not receive seniority, vacation, sick leave, holiday pay, health benefits, or any other type of benefits or incentives. Duties will vary widely based on the training assignment and department needs.

No interns may be paid in excess of \$12.00 per hour, with the exception of legislative or legal interns.

EFFECTIVE DATE

Effective Date. The effective date of changes for this Resolution shall be June 1, 2014.

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 10th day of June, 2014, by the following vote:

- AYES: Brian Oneto, Richard M. Forster, and Louis D. Boitano
- NOES: None
- ABSENT: Theodore F. Novelli and John Plasse



Brian Oneto, Vice Chairman

ATTEST:

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



Deputy