

PERSONNEL AND SALARY RESOLUTION



COUNTY OF SOLANO

**Department of Human Resources
As Amended through January 10, 2023**

Summary of Amendments since January 10, 2023 to the Personnel and Salary Resolution

Date Adopted	Sections Amended	Label	General Description of Amendment
12-09-2014	6.1	Medical Insurance	Added unrepresented Extra Help Employees who qualify under the Affordable Care Act
12-09-2014	6.2	Retiree Medical Insurance.	Clarify language regarding participation of qualifying Extra Help employees.
12-09-2014	6.3.1	Cafeteria Plan for Regular, Limited-Term and Probationary Employees	Separating out regular, limited term and probationary employee from Extra Help employees.
12-09-2014	6.3.2	Cafeteria Plan for Unrepresented Extra Help employees	New section; sets the county's contribution for qualifying Extra Help employees.
06-23-2015	10	Sick Leave	Removing provisions already contained in the County's Sick Leave Policy, adding sick leave for extra help employees, and amending the definition of "immediate family."
07-19-2015	10	Sick Leave	Excludes a CalPERS retired annuitant from the sick leave provisions, consistent with the requirements of Labor Code 245.5(a)(5).
11-03-2015	5.9	Longevity	Added longevity compensation of 2.5% for Confidential Employees with 35 years of continuous County service.
11-03-2015	6.4	Dental Insurance	Eligibility period for the dental insurance was reduced to beginning of the first of the month following appointment with the County.
11-03-2015	6.5	Vision Insurance	Eligibility period for the vision insurance was reduced to beginning of the first of the month following appointment with the County.
11-03-2015	6.6	Life Insurance	Eligibility period for the life insurance was reduced to beginning of the first of the month following appointment with the County.
12-08-2015	6.3.2 6.10 9	Vacation, PERS Employer Cost Sharing, and Cafeteria Plan contribution increase for coverage of employee plus two or more	Modifies vacation cash out provision to provide irrevocable election period from November 1 st to December 20 th of the preceding year; eliminates the PERS rate cost share effective January 1, 2017 and increases the County's Cafeteria Plan contribution by \$50/month
03-11-2016	6.6	Life Insurance	Technical correction to match the numeric value to the written "thirty-five thousand dollars (\$35,000)"
03-22-2016	6.8 7.1	Short Term Disability Workers Compensation	Harmonized treatment of Paid Family Leave with State Disability Insurance; moved related language from 7.1 to 6.8.

12-06-2016	New 4.7	Compensation Survey of Elected Officials	New section which specifies that a salary survey for the five elected department heads is to be conducted prior to the filing period.
12-06-2016	4.8	Authority of Director of Human Resources	Renumbered from 4.7
12-06-2016	5.4	Merit Increases within Grade	Exempts Board of Supervisors Aide
12-06-2016	9L 10H	Vacation Sick Leave	An employee who becomes an elected official shall have their vacation and sick leave paid out upon assuming the elected position.
12-06-2016	13.6	Military Leave of Absence	Increases the County paid military leave to the greater of State law or 190 hours per fiscal year.
12-13-2016	8.5	Executive Management Business Expense	Reinstatement of this benefit
12-13-2016	8.6	Automobile Allowance	Reinstatement of this benefit
12-13-2016	9	Paragraph M	Amendments to vacation cash-out
10-03-2017	Various	Salary Grade	Deleting "salary grade" and thereby making corrections in the definition of recruiting step, in the definition of y-rate, authority of Board of Supervisors to specify salary, merit increases within grade, salary upon promotion, salary upon demotion, salary upon reclassification, changes in salary allocation, limited extra help benefits, and rejection of employee during the probationary period.
10-03-2017	6.3.1	Cafeteria Plan	Deletes sunset date for additional \$50 contribution to cafeteria plan
10-03-2017	8.7	Professional Allowance - NEW	Adds \$25 per pay period to class of Chief Deputy Public Defender and Chief Deputy District Attorney
10-03-2017	14	Holidays	Adds one floating holiday annually to be used between January 1 st and December 31 st
12-5-2017	6.3.1	Cafeteria Plan	Additional County contribution for Cafeteria Plan
03-13-2018	14	Holidays	Paid floating holiday
04-02-2019	2.4	Personal Relationships	Personal Relationships Policy added
08-13-2019	5.5	Salary Upon Promotion	Provides a means for employees to receive a higher step upon promotion
09-10-2019	5.4.B	Merit Increases	Add clarifying language that a leave of absence due to workers' compensation leave does not extend the merit increase eligibility date
09-10-2019	6.3.1	Cafeteria Plan	Continued the alternative \$80 additional County contribution for family coverage,

			based on the employee's classification's maximum pay rate
09-10-2019	6.12.D	Tuition Reimbursement	Effective July 1, 2020, increased the maximum tuition reimbursement amount
09-10-2019	6.17	401(a) Defined Contribution Plan	Add new section for Executive Management Group and Senior Management Group to participate in the 401(a) plan
09-10-2019	9.H	Vacation	Increased maximum vacation accrual cap of Senior Management Group employees with 79 through 260 pay periods of County service
09-10-2019	10.E	Sick Leave	Increased family sick leave for Executive Management Group and Senior Management Group employees.
09-10-2019	10.I	Sick Leave	Add clarifying language that an employee who is rehired receives previously accrued and unused sick leave if hired into a regular or limited term position
09-10-2019	14.I.1	Holidays	Added half-day of Christmas Eve Day and New Year's Eve Day effective 2020
11-19-2019	13.6	Military Leave of Absence	Added a supplemental military pay program
10-21-2022	5.9	Longevity Pay	Effective the first pay period in July 2023, provided confidential employees 2.5% at 15, increase maximum to 15%.
10-21-2022	6.3.1	Cafeteria Plan	Effective January 2023, County contribution will be 80% of Kaiser Region 1 family rate; \$80 supplemental amount sunsets in December 2022; \$50 supplemental amount to sunset in October 2025.
10-21-2022	6.3.2	Cafeteria Plan for Unrepresented Extra Help Employees	Effective January 2023, County contribution will be 80% of Kaiser Region 1 family rate.
10-21-2022	6.7	Deferred Compensation	For Executive, Legislative and Senior Management, effective January 2023, County dollar for dollar match shall be \$25.00 per pay period, in January 2024 the amount shall be \$50.00 per pay period and in January 2025 the amount shall be \$75.00 per pay period.
10-21-2022	6.12	Tuition Reimbursement	Effective January 1, 2023, the amount shall be \$5,000 per fiscal year.
10-21-2022	8.1	Bilingual Pay	Amount shall be \$75.00 per pay period.
10-21-2022	8.5	Executive Management Business Expense Allowance	Effective July 1, 2023, the amount shall be \$75.00 biweekly.
10-21-2022	8.6	Automobile Allowance	Effective July 1, 2023, Level 1 amount shall be \$300.00 and Level 2 amount shall be \$200.00.

10-21-2022	8.8	NEW – Emergency Response Compensation	Local emergency proclamation by the Board or the County Administrator and ratified by the Board lasting more than 3 consecutive days, employees who work in excess of 40 hours in the work week shall be compensation at their hourly rate for each hour worked in the EOC up to a combined maximum of 100 hours per fiscal year.
10-21-2022	12	Bereavement Leave	Added adopted brothers and sisters of the employee and present spouses of adopted brothers and sisters.
10-21-2022	14	Holidays	Renamed Columbus to Indigenous Peoples’ Day. Effective January 1, 2023, restored 1 floating holiday to Executive, Legislative and Senior management. Recognized Juneteenth (June 19 th) as an unpaid holiday; County business hours will not change, and employees may use their accrued vacation leave or floating holiday to take the day off.
10-21-2022	All	N/A	Changed pronouns to gender-neutral pronouns.
01-10-2023	6.16	Administrative Leave	Effective the pay period of January 22, 2023, employees not terminating and accepting a regular position within the County that does not qualify to receive Administrative Leave shall convert all unused Administrative Leave hours to the RHS account.
01-10-2023	8.5	Executive Management Business Expense Allowance	Effective the pay period of January 22, 2023, added Assistant Department Heads and Undersheriff to receive allowance.
01-10-2023	8.9	NEW – Management Business Expense Allowance	Effective the pay period of January 22, 2023, Chief Deputy and senior management will receive a business expense allowance in the amount of \$50 per month.
01-10-2023	8.10	NEW – Unit 00 Employee Recognition-Retention Payment	Payable the last pay check in February 2023, unrepresented extra-help employees shall receive a one-time bonus in the amount of \$1,500 (pro-rated based on the employee’s full-time equivalence over the past 12 months with the look-back period of Sept-2021 thru Sept-2022). To qualify, must be employed as of September 4, 2022 and be employed with the County at the time when the payment is made.

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1. DEFINITIONS

For the purposes of this Resolution the following words and phrases shall, unless the context clearly indicates otherwise, have the respective meanings herein set forth:

APPOINTING AUTHORITY - The Board, Commissions, person or groups of persons having lawful authority to appoint or to remove persons from positions in the County service, or persons designated by such appointing authority to perform those duties which legally may be delegated.

AT WILL – An employee who serves at the pleasure of the Appointing Authority, County Administrator or Board of Supervisors as specified.

BOARD - The Board of Supervisors of the County of Solano.

CLASS - A position or group of positions established under the Solano County Code, sufficiently similar in respect to the duties, responsibilities and authority thereof that the same descriptive title may be used to designate each position allocated to the class, that the same requirements as to education, experience, capacity, knowledge, ability and other qualifications should be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same schedule of compensation can be made to apply with equity.

CLASSIFIED EMPLOYEE – A category of employee who is a member of the Civil Service and whose employment is subject to the rules and regulations of the Civil Service and Solano County Code.

COMMISSION OR CIVIL SERVICE COMMISSION - The Civil Service Commission of the County.

CONTINUOUS SERVICE - Shall mean employment in a regular position which has not been interrupted by resignation, discharge, layoff, or retirement.

CONTRACT EMPLOYEE - An individual hired pursuant to a written agreement. A contract employee is only entitled to those rights and benefits specifically enumerated in the written agreement.

COUNTY - The County of Solano.

DIRECTOR - The Director of Human Resources of the County of Solano.

EMPLOYEE - A person who is legally an incumbent of a position in the non-exempt or exempt service, or who is on leave of absence according to this Resolution and whose position is held for the employee's pending return; any elected official or their exempt appointees; any regular employee who temporarily accepts appointment to an exempt position in the County service.

EXECUTIVE MANAGEMENT – A category of employees excluded from the Civil Service which includes employees responsible for formulating and overseeing implementation of policy, including the County Administrator, appointed and elected Department Heads, Assistant Department Heads, and key managerial employees with policy-making authority and responsibilities and/or who exercise high level of responsibilities within the County.

EXTRA HELP EMPLOYEE - A person who is employed for the purpose of relieving or augmenting regular staff in the accomplishment of work. Extra help employees shall not be used to circumvent filling of regularly allocated positions except on a temporary basis and cannot work more than 999 hours in a fiscal year. Extra help employees shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.

LIMITED TERM EMPLOYEE - An employee employed for a predetermined and specified period of time as provided by Section 2.31 of the Civil Service Rules. Limited term employees shall accrue all benefits of regular employees during their period of employment.

LIMITED TERM POSITION - A position established on a full time or part time basis, but with an understood termination date. Positions allocated as limited term-regular shall accrue all benefits of the class including seniority under Section 2.31 of the Civil Service Rules.

MID-MANAGEMENT – A category of employees excluded from the Civil Service which includes mid-level managers responsible for management duties including implementing policy and/or overseeing programs and employees.

POSITION - A group of current duties and responsibilities assigned by competent authority requiring the full-time or regular part-time position.

PROBATIONARY EMPLOYEE - An employee who is serving a probation period and is employed in either a regular full-time regular part-time or regular part-time intermittent position.

PROVISIONAL APPOINTMENT - An appointment made in the absence of an eligible list. Only the Director of Human Resources may authorize a provisional appointment. An appointment in this status is limited to thirty (30) days after establishment of a new eligible list or a maximum of six (6) months, whichever shall occur sooner.

PROVISIONAL EMPLOYEE - An employee holding a position under provisional appointment, pending a competitive examination for the class.

RECRUITING STEP - The first step of the salary range allocated to a class.

REGULAR EMPLOYEE - An employee who is not on probation and is employed in either a regular full-time or regular part-time position.

REGULAR FULL-TIME POSITION - A position established on a permanent year around basis requiring work on a regular schedule of at least forty (40) hours per week or eighty (80) hours a pay period.

REGULAR PART-TIME INTERMITTENT EMPLOYEE - An employee who is not on probation and is employed in a regular part-time intermittent position.

REGULAR PART-TIME INTERMITTENT POSITION - A position established on a permanent year round basis requiring work on an on-call or irregular basis averaging 20 hours or more per week, but less than 40 hours per week or 80 hours a pay period. Employees who fill these positions augment regular staff when there

is a need to maintain adequate work coverage. Non-salary related benefits would be based upon allocation of the position.

REGULAR PART-TIME POSITION - A position established on a permanent year round basis requiring work on a regular schedule of less than forty (40) hours per week.

SENIOR MANAGEMENT – A category of employees excluded from the Civil Service which includes employees who are not Department Heads, Assistant Department Heads or designated key managerial employees, but who are otherwise responsible for formulating and overseeing implementation of policy on behalf of the County and have a high level of independent managerial responsibility.

UNDESIGNATED EMPLOYEE – An employee who is not designated as a member of the Legislative, Executive Management, Senior Management, Mid-Management or Classified Service and who may or may not be represented by a recognized collective bargaining representative.

Y-RATE - A pay rate outside of the assigned salary range of class.

2. TERMS AND CONDITIONS OF EMPLOYMENT

2.1 Regulation of Employees

- A.** Except as otherwise provided by the Personnel and Salary Resolution, Solano County Code, state or federal law, employees who are members of the Classified Service shall hold their positions subject to the rules and regulations established by the Civil Service Commission. All employees shall hold their positions subject to the ordinances, rules and regulations adopted by the Board of Supervisors.
- B.** County employees shall not engage in any activity, which constitutes a conflict of interest due to the nature, conditions, or some other aspect of the activity. Any officer or employee wishing to engage in any occupation or outside activity for compensation shall inform their department head, in advance, of the time required and the nature of such activity. It shall be the responsibility of each department head to ensure that employees in their department do not engage in any activity, which constitutes a conflict of interest.

2.2 Appointments

- A.** Individuals employed by the County are categorized as follows: Legislative, Executive Management, Senior Management, Mid-Management, Classified and Undesignated.

- 1.** Legislative, Executive and Senior Management

- All employees hired, promoted, voluntarily transferred pursuant to employee-initiated request, or voluntarily demoted pursuant to employee-initiated request, into positions which are designated as Legislative, Executive Management or Senior Management shall be designated at-will and will serve at the pleasure of the Appointing Authority. Such employees may be released from employment at any time in the discretion of the Appointing Authority.

Employees in designated positions which are federally funded and are required by state or federal law to be subject to a merit system shall continue to be employed pursuant to the rules and regulations of an approved merit system.

Employees currently designated as at-will pursuant to the Solano County Code, Personnel and Salary Resolution, state or federal law will continue in that status without change.

Employees who were previously designated as members of the Civil Service, or terminable only for cause, who elect to waive their Civil Service and/or "for cause" status in writing will become at-will. Employees who do not elect to waive their Civil Service status will remain subject to the rules and regulations of the Civil Service until such time the employee voluntarily promotes, transfers, demotes, resigns or retires from the position. Employees who do not elect to waive their "for cause" status will remain subject to the "for cause" procedures set forth below in **Section 18, Disciplinary Action, paragraph D** until such time the employee voluntarily promotes, transfers, demotes, resigns or retires from the position.

Employees designated Legislative are elected members of the Board of Supervisors.

2. Mid-Management

All employees hired, promoted, voluntarily transferred pursuant to employee-initiated request, or voluntarily demoted pursuant to employee-initiated request into positions which are designated as Mid-Management shall serve a probationary period as set forth in Section 3 of this Personnel and Salary Resolution. Following completion of the probationary period, employees designated Mid-Management will be subject to suspension, demotion, or termination only for cause under the procedures set forth herein in **Section 18, Disciplinary Action**.

Employees who were previously designated as members of the Civil Service and who elected or elect to waive their Civil Service status in writing in exchange for a "for cause" status will be designated or continue to be designated "for cause." Employees who were formerly subject to the provisions of the Civil Service and who did not elect to waive their Civil Service status will remain subject to the rules and regulations of the Civil Service.

Employees in designated positions which are federally funded and are required by state or federal law to be subject to a merit system shall continue to be employed pursuant to the rules and regulations of an approved merit system.

3. Classified Service

Employees who are designated as Classified are employed subject to Civil Service rules and regulations.

4. Undesignated

Employees who have not been categorized as members of the Legislative, Executive, Senior, Mid-Management or Classified Service shall be deemed to be at-will unless

otherwise designated pursuant to a memorandum of understanding or other writing approved by the Board of Supervisors. Undesignated Employees upon whom “just cause” status has been conferred continue to be subject to the terms of probationary employment as outlined in this Personnel and Salary Resolution.

B. All appointive department heads shall be appointed by the Appointing Authority as designated by the Solano County Code, state or federal law. All other appointments to positions shall be made by the department head in accordance with the rules of the Civil Service Commission, the Personnel and Salary Resolution or the Solano County Code. Department heads shall appoint to positions in the classified service only from those persons who are certified to them by the Director of Human Resources as being eligible for the particular classification of employment, except as elsewhere provided. Appointments shall be made in writing on forms prescribed by the Director of Human Resources. A copy of the appointment, signed by the department head or designee and approved by the Director of Human Resources, shall be delivered to the Auditor-Controller before payment shall be made to any employee.

C. Conflict of Interest

Whenever the County or any department thereof is in need of services unclassified by its ordinances or resolutions for which services there exists an urgent and immediate need, the County Administrator may authorize temporary filling of such vacancy for up to thirty (30) days, under such terms and conditions as in its judgment the circumstances may require.

D. Ordinarily an extra-help position will not be authorized for a period exceeding 999 hours. In unusual circumstances, and at the discretion of the County Administrator and the Director, an extra-help position may be authorized for more than 999 hours provided such period shall not exceed one year.

2.3 Apprentice Agreements

The Board of Supervisors may, from time to time, enter into agreements for the employment of apprentices pursuant to the provisions of the Apprentice Labor Standards Act of 1939 (Chapter 4, Division 3 of the Labor Code of the State). Notwithstanding anything in this Section to the contrary, the compensation and terms of employment of apprentices employed under such apprentice agreements shall be governed by the provisions of such apprentice agreements. Persons hired as apprentices shall be maintained on the probationary level until the apprenticeship has been completed.

2.4 Personal Relationships

A. It is the intent of the Board of Supervisors of Solano County to provide a workplace as free as possible from real or perceived bias or acts of favoritism due to personal relationships. It is inappropriate for an employee to use their personal power or influence to aid or hinder another in the employment setting because of a personal relationship.

B. No one involved in a personal relationship with an elected or appointed County official or employee may serve in or be appointed, promoted, demoted or transferred to a position which involves a direct supervisor-subordinate relationship or a work situation described below. For purposes of this rule, the department head, the assistant department head or chief deputy or deputy department head are considered in the direct line of supervision of all employees in that department.

1. Direct line of supervision, as defined for purposes of this rule, includes any situation in which the official or employee would be in a position to effect the terms and condition of another's employment, including making decisions about work assignments, compensation, grievances, disciplinary action, advancement or performance evaluation.
 2. Work situations which should also be avoided by individuals who have a personal relationship are **a)** working in a small unit in close association with each other; or **b)** working for the same supervisor; or **c)** having an indirect supervisor/subordinate relationship; or **d)** auditing the work or exercising fiscal control over a person with whom they have a personal relationship, regardless of organizational separation; or **e)** participating in the development and/or administration of an examination or a hiring interview of a person with whom they have a personal relationship.
 3. Personal relationships include, but are not limited to, associations with individuals by blood, adoption, foster arrangement, any current or previous marriage (including in-laws) and/or living in the same household and any business or financial relationships which involve amounts in excess of \$10,000 per employee.
- C.** Employees who become involved in a personal relationship, after the effective date of this rule (November 1, 1994) and work in a direct supervisor-subordinate relationship or a work situation described above shall be subject to this rule. It is the responsibility of the employees involved in the relationship to bring this situation to the attention of their appointing authority who will then bring it to the attention of the Director of Human Resources. In the absence of an "appointing authority" an elected official involved in a personal relationship shall bring this situation directly to the attention of the Director of Human Resources. Failure to report a personal relationship by a party may result in disciplinary action with the employee with the higher level of authority being held most accountable.
1. In applying this paragraph, the County will initially allow the affected employees to determine which employee will remain in ~~his or her~~ their current position. The County will make reasonable efforts to transfer one employee to a position where no such potential conflict would exist.
 2. In the event such a transfer is not feasible, the employees shall be given the opportunity to make the decision as to which one shall resign.
 3. In the event neither employee resigns, the least senior (as defined under rules dealing with layoff) employee shall be laid off with reinstatement rights to a position of the same or similar salary/qualifications.
 4. The County Administrator shall be the final determining authority in all such matters.
- D.** Requests to deviate from the provision of this section due to unusual circumstances, shall be submitted in writing by the department head to the Director of Human Resources and shall include the following information:
1.
 - a. The name and addresses of the persons concerned

- b. Their class title, division, section and work units
 - c. Work location, including city and building
 - d. The names of immediate supervisors and subordinates
2. The Director of Human Resources shall review the request and make a recommendation to the County Administrator. Primary considerations will be to minimize problems of supervision, safety, security or morale. Consideration will also be given to such relevant factors such as recruiting difficulty, agency reporting relationships, work location, function of the work process, and any other factors having a valid bearing on the accomplishment of the program goals and/or a potential job performance of current employees and the persons involved.
 3. The County Administrator will make a final decision to approve or disapprove the request based on the Director of Human Resources recommendation and in the best interests of Solano County.
- E. The provisions of this section shall not apply to those employees who at the date of adoption of this rule are in violation of the provisions outlined in this section provided appropriate written declarations are filed with the Director of Human Resources prior to the effective date of this section. Any report of a pre-existing situation will be maintained confidentially, to the extent possible, and used only for the purpose of verifying the existence of a pre-existing situation if this situation subsequently becomes an issue. However, the provisions shall be applied in all subsequent cases involving the appointment or promotion of county employees and in cases involving marriage of a county employee or other change resulting in county employees becoming related under the definition of personal relationships.

3. RESERVED

4. STANDARDIZED SALARY SCHEDULE

4.1 Number and Classification of Budgeted Positions in Various County Departments and Offices

- A. The number and classification of positions shall be as authorized by the Board of Supervisors, and may be the same or less or more than those set forth as budgeted.
- B. No department head shall hire permanent, probationary or limited-term employees in excess of the positions actually authorized by the Board of Supervisors.
- C. A department head may employ extra-help, in any classification authorized by the Director, within the department budget for such help.

4.2 Alphabetical Listing of Classes and Salaries

The Solano County Alphabetical Listing of Classes and Salaries, designating class titles in alphabetical order and allocation of such classes to the grades in the basic salary schedule, is hereby incorporated by reference. All classes in the listing are considered to be a part of the classified service, except as excluded by **Section 20-13, Chapter 20, Solano County Code**.

4.3 Authority of Board of Supervisors to Specify Salary

Notwithstanding anything in this Resolution to the contrary, the Board of Supervisors may, upon recommendation of the Director of Human Resources specify that the incumbent of a particular position shall occupy a step on the salary range for that class, either higher or lower than that provided elsewhere in this Resolution, and establish a new merit increase eligibility date.

4.4 Regulation of Compensation

The regulation of salary range of compensation for officers and employees of the County will be fixed by resolution of the Board of Supervisors.

4.5 Departmental Position Allocation List

A. The Solano County Position Allocation List, designating all regular full-time, regular part-time and limited-term positions by department is hereby incorporated by reference. All positions in the list are considered to be a part of the classified service, except as excluded by **Section 20-13, Chapter 20 Solano County Code**.

B. The Director of Human Resources may temporarily increase the number of positions in a department without further approval of the Board of Supervisors in the following situations:

- 1. a.** The purpose is to rehabilitate an employee (a) whose physical capacity has been reduced because of a County work-related injury or illness; (b) who is unable to competently perform the duties of their former job; but (c) who the County Health Officer has certified as physically able to perform the duties of the position to be temporarily allocated.

OR

- b.** An employee is absent from the workplace due to a personal or industrial illness, injury or disability and the department determines it is necessary for the department to hire a replacement employee in order to continue to provide services.
- 2.** It is for a specific period of time, all of which is within the same fiscal year or until the budget for the new fiscal year is adopted.
- 3.** The department head certifies that sufficient funds are available in the departmental budget to fund the position.
- 4.** A need for the additional services has been certified by the department head as described in 1, above.
- 5.** The Director of Human Resources, with the concurrence of the County Administrator's Office, may temporarily increase the number of positions in a department without further approval of the Board of Supervisors when an employee has announced their retirement/separation from the County and the department has a compelling reason that the retiree should train their replacement.

4.6 Compensation of Members of the Board of Supervisors

Each Supervisor of the County Board of Supervisors shall receive a salary as established by the Board of Supervisors for services rendered.

4.7 Compensation Survey of Elected Officers

The Director of Human Resources shall conduct a salary survey for the positions of assessor-recorder, auditor-controller, district attorney, sheriff-coroner, tax collector-treasurer-county clerk. The survey shall be completed prior to the filing period for elected office and will be presented to the Board of Supervisors for informational purposes and/or action.

4.8 Authority of the Director of Human Resources

The Director of Human Resources shall create, maintain and promulgate all official listings and documents incorporating the classes, compensation, positions and numbers of employees as authorized by the Board of Supervisors.

5. SALARIES

5.1 Salary Ranges and Pay Date

Salary ranges for classifications shall be listed in the Alphabetical Listing of Classes and Salaries. Employees shall be paid every other Friday.

- A.** A pay period shall begin on a Sunday and end on a Saturday (14 days) and shall consist of eighty (80) working hours except for those alternate Fair Labor Standards Act (FLSA) pay periods designated by the County. Such pay periods will be as established by the Auditor-Controller.
- B.** Compensation for each employee for whom compensation is established shall be paid out of the County general fund or such other fund as may be provided by ordinance or by law upon certification by the department head to the Auditor-Controller that such employee has performed the services set forth in such certificates.
- C.** When an employee separates from the County service and use of the regularly scheduled certification would create an inequitable delay, the department head may immediately file a special payroll certification of such separation with the Auditor-Controller. The Auditor-Controller may draft a warrant for the period of time or pay or both due such employee up to the time of separation. Notice of such separation shall be immediately filed with the Director of Human Resources.

5.2 Pay for New Employees

Normally new employees shall be appointed at the recruiting step of the salary range in effect for the particular class of position to which the appointment is made. The department head/appointing authority may authorize that a particular position be filled at step one, two or three following guidelines issued by the Department of Human Resources. Requests for appointment at step four or five must be approved by the Director of Human Resources.

5.3 Salary Upon Reemployment

- A.** A former employee, off probation at the time of separation, who is reemployed in the same class or in a lower class in the same series, within two (2) years, may upon the request of the

department head in which they are being reemployed and approval of the Director of Human Resources, be appointed at any step within the salary range. Subsequent merit increases shall follow the normal time period progression between steps.

B. An employee who is not represented under a collective bargaining agreement and who voluntarily separates and:

1. is subsequently reemployed in the same department in a non-represented position;
2. begins work within a period of not more than 180 calendar days from the last day he or she previously actually worked for the County;
3. completes a new probationary period; and
4. either did not withdraw from PERS or “bought-back” their County PERS service credits,

shall, upon approval by the Director of Human Resources, have continuous service credited to him or her for purposes of vacation and longevity pay eligibility. Prior service restored shall not apply toward seniority for lay-off purposes, floating holidays, step raise eligibility or any benefit other than vacation and longevity eligibility.

5.4 Merit Increases

A. Salary increases within a range shall not be automatic, but shall be given only upon the approval of the department head. Salary increases within a range for appointed department heads shall not be automatic, but shall be given only upon the approval of the County Administrator. Salary increases for elected department heads shall be given only upon the approval of the Board of Supervisors.

B. Every employee, except for Board Aide, in a regular position shall have a merit increase eligibility date. The merit increase eligibility date for all employees hired or promoted before April 1, 2012, shall be the first day of the pay period following completion of the number of full pay periods of service indicated in the chart below:

After:	13 Pay Periods	13 Pay Periods	26 Pay Periods	39 Pay Periods
Salary Range Steps	2	3	4	5

The merit increase eligibility date for all employees hired or promoted on or after April 1, 2012, shall be the first day of the pay period following completion of 26 pay periods as indicated in the chart below:

After:	26 Pay Periods	26 Pay Periods	26 Pay Periods	26 Pay Periods
Salary Range Steps	2	3	4	5

If an employee begins employment on the first working day of a pay period, it shall be considered for purposes of this Section that such employment began on the first calendar day of that pay period. If the employee’s first working day is after the first Monday (or after the first Tuesday, if

Monday is a holiday) of the pay period, time will accrue from the first day of the next pay period for step increases and eligible fringe benefit accrual determinations.

The granting of any leave of absence without pay, other than military leave or workers' compensation leave, exceeding seven (7) consecutive calendar days in a pay period shall cause the merit increase eligibility date to be extended to the first of the pay period following completion of the leave of absence without pay.

A salary range step increase for Board Aide shall not be automatic or time-based and given only upon the approval of the assigned Supervisor.

- C. An employee in a regular part-time position shall be treated identically to the employee in the regular full-time position; except, that the employee shall be granted merit increases in the same proportion as their hours of work relate to the hours of work of a regular full-time position.
- D. Extra-help employees shall be eligible for merit increases within range upon completion of the same number of hours of continuous service required of an employee in a regular full-time position. Should an extra-help employee convert to a regular position, subsequent merit increases shall follow the normal time period progression between steps commencing from the date of appointment to a regular or limited-term position.
- E. Advancement within a salary range is not automatic for merely completing a specific period of service but rather based on merit as documented on a performance evaluation form prescribed by the Director of Human Resources or their designee. The merit increase shall consist of one salary step on the salary schedule for the class. A performance evaluation must be submitted within six (6) pay periods following the employee's performance evaluation eligibility date and if the supervisor fails to render a performance evaluation within the specific timeframe then the employee's overall performance shall be assumed to be satisfactory and the employee shall receive, if available, a salary step increase effective on the scheduled date. (This paragraph does not apply to elected officials.)
- F. In the event an employee receives an overall rating of either unacceptable or improvement needed on their evaluation, such employee must be re-evaluated no later than four (4) pay periods following the scheduled merit increase eligibility date. If the employee shows no improvement, the appointing authority will comment on any action to be taken. Such evaluation shall be on forms and under procedures prescribed by the Director of Human Resources
- G. If, in the department head's judgment, the employee's performance does not merit a salary increase on the merit increase eligibility date, and a deferment of decision accompanied by an intensive effort at improved performance might be productive, the department head shall complete the structured merit rating and defer a decision regarding the merit increase any number of pay periods, but not to exceed thirteen (13) pay periods. A merit increase may be deferred only once for any given step on the range for the class. The responsibility for reopening the matter by submitting another merit rating and recommendation shall lie with the department head. The employee must be re-evaluated four (4) pay periods following the scheduled merit increase eligibility date, but in any event the merit increase must be granted or denied prior to the deferment date, supplemented by a structured merit rating which has been discussed with

the employee. The employee's merit increase eligibility date shall not be changed by such deferment.

- H. Should an employee's merit increase eligibility date be overlooked through an error, and upon discovery of the error, the employee be recommended for merit increase, the Auditor-Controller shall compensate the employee for the additional salary the employee would have received dating from their merit increase eligibility date.
- I. Notwithstanding any other language in this Section, in the case of employees who are assigned to positions within the Executive Management Group, a department head/appointing authority, with the concurrence of the County Administrator, may advance an employee to any step in the salary range for their position.

5.5 Salary Upon Promotion

Any regular, probationary or limited-term employee or part-time employee is promoted to a position in a class with a higher salary range shall receive the recruiting step for the class or such higher amount as would constitute at least a five percent (5%) increase over the salary received prior to the promotion, not to exceed the top step of the new range. When circumstances warrant, the Director of Human Resources or designee, with County Administrator concurrence, may authorize the filling of the position at a step within the new salary range that is greater than the minimum increase set forth above. The effective date of all promotions shall coincide with the first day of the pay period.

5.6 Salary Upon Transfer

When an employee is transferred from one position to another in the same class, or another class with the same salary range and the same salary step, the salary and merit increase eligibility date shall not change.

5.7 Salary Upon Demotion

- A. When a regular employee is demoted for reasons of unsatisfactory performance, the employee's salary shall be reduced one step, or the employee shall receive the maximum step of the range of the new class, whichever is lower. The employee's merit increase eligibility date shall be the first day of the pay period following completion of the number of pay periods service which corresponds with the required period of service as is governed by **Section 5.4, Merit Increases**.
- B. When a regular employee in good standing is demoted to a position in a lower class for reasons other than unsatisfactory performance the employee shall receive the highest salary in the new classification that does not exceed the employee's rate of pay immediately prior to demotion and shall retain the merit increase eligibility date to which the employee was entitled prior to demotion.
- C. When a probationary employee is demoted to a class not previously occupied by the employee, the employee shall receive the recruiting salary for the lower class and shall receive a new merit increase eligibility date as provided by **Section 5.4, Merit Increases**. A promotional probationary employee demoted to a class the employee formerly occupied in good standing shall have the step status, probationary status and merit increase eligibility the employee would have achieved if the employee would have remained in the lower class throughout the period of the employee's service in the higher class.

- D. An employee appointed in accordance with **Civil Service Rules Section VII, Classification, Appointments & Status, 7.03, Appointment Procedure** with the approval of the Board of Supervisors may be authorized by the Director of Human Resources to be Y-Rated.

5.8 Salary Upon Reclassification

The salary of an incumbent regular, limited term or probationary employee who remains in a position which is reclassified shall be determined as follows:

- A. If the position is reclassified to a class with the same salary range, the salary and the merit increase eligibility date of the employee shall not change.
- B. If the position is reclassified to a class with a higher salary range, the salary of the employee shall be governed by **Section 5.5, Salary upon Promotion**.
- C. If the position is reclassified to a class with a lower salary range, the salary of the employee shall be designated as a Y-Rate and shall not change during continuous regular service until the maximum of the new classification exceeds the salary of the employee or until the period of calendar time indicated in the schedule below has elapsed, whichever is sooner. If, at the end of the calendar period indicated below, the salary of the employee still exceeds the maximum of the new salary range, the salary of the employee shall be reduced to the maximum salary for the new class.

<u>Years of Continuous Regular Service</u>	<u>Effective Date of Salary Change</u>
Less than 5	2 years from date of reclassification
5 but less than 10	3 years from date of reclassification
10 but less than 15	4 years from date of reclassification
15 but less than 20	5 years from date of reclassification
20 but less than 25	6 years from date of reclassification
25 or more	7 years from date of reclassification

5.9 Longevity Compensation

For the purpose of longevity, continuous service is defined as employment in a regular or limited term position which has not been interrupted by resignation, discharge, or retirement.

- A. All employees employed in regular or limited-term full-time positions, including employees assigned to appointed or elected positions in the Executive Management Group, shall be entitled to longevity pay as follows:

Confidential Employees: Shall be entitled to a 2.5% increase in compensation upon the completion of ten (10) years of continuous full-time service; employees who complete twenty (20) years of continuous full-time service shall be entitled to an additional 2.5% increase in

compensation (a total of 5%); employees who complete twenty-five (25) years of continuous full-time service shall be entitled to an additional 2.5% increase in compensation (a total of 7.5%); employees who complete thirty (30) years of continuous full-time service shall be entitled to an additional 2.5% increase in compensation (a total of 10%); employees who complete thirty-five (35) years of continuous full-time service shall be entitled to an additional 2.5% increase in compensation (a total of 12.5%) over the rate for the class in which employed.

Effective the first pay period in July 2023, confidential employees shall be entitled to a 2.5% increase in compensation upon the completion of fifteen (15) years of continuous full-time service with Solano County. With this addition, the maximum longevity compensation shall be a total of 15%.

Executive Management, Legislative Management and Senior Management: Shall be entitled to a 2.5% increase in compensation upon the completion of ten (10) years of continuous full-time service; employees who complete fifteen (15) years of continuous full-time service shall be entitled to an additional 2.5% increase in compensation (a total of 5%); employees who complete twenty (20) years of continuous full-time service shall be entitled to an additional 2.5% increase in compensation (a total of 7.5%); employees who complete twenty-five (25) years of continuous full-time service shall be entitled to an additional 2.5% increase in compensation (a total of 10%); employees who complete thirty (30) years of continuous full-time service shall be entitled to an additional 2.5% increase in compensation (a total of 12.5%); and employees who complete thirty-five (35) years of continuous full-time service shall be entitled to an additional 2.5% increase in compensation (a total of 15%) over the rate for the class in which employed. For Executive Management, Legislative Management and Senior Management, credit for prior years of service employed with California cities, counties, joint power authorities and other special districts as approved by the Director of Human Resources and the County Administrator shall be counted in the continuous full-time service. For the classification of Director of Veterans Services, in addition to the foregoing types of service, credit for prior years of federal work experience and/or military service comparable to the role and responsibilities of the position shall also be counted in the continuous full-time service if approved by the County Administrator and the Director of Human Resources.

- B.** Upon qualifying for longevity increase, any further pay increase shall be in addition thereto, and not restricted or reduced by reason of the longevity increase.
- C.** An employee who has completed their probationary period, is laid off, and subsequently re-employed in the same class in the same series, within twenty-four (24) months, by approval of the Director of Human Resources or designee, will have continuous service credited to him or her for actual time worked prior to layoff for purposes of vacation and longevity pay eligibility.

5.10 Working Out of Class

- A.** It is the intent of this Section to provide appropriate compensation to employees working out-of-class from the first pay period of such assignments when it is known that the employee will work out-of-class for four (4) pay periods or more.
- B.** With prior approval from the County Administrator and the Director of Human Resources, a department head may assign an employee the duties of another vacant position in a higher classification which (a) is specifically allocated to the department, and (b) will require the duties

of the position to be performed by the individual for a period of not less than four (4) pay periods. Such temporary assignment shall not be considered a promotion. That individual shall receive the recruiting salary for the class or such higher amount as would constitute at least a one (1) step increase over the salary received prior to the assignment not to exceed the top step of the new classification.

- C. If the employee is eligible for a merit increase in the class occupied prior to the temporary assignment, such employee will be eligible for a rate increase on the temporary assignment class range provided; such increase in the prior class would result in more than the rate being earned on temporary assignment.

5.11 Changes in Salary Allocation

If a class is reassigned to a different salary range, each employee in the class shall be compensated at the same step in the new salary range as the employee was receiving in the range to which the class was previously assigned.

5.12 Overpayments and Underpayments

- A. This provision applies when the Auditor-Controller determines that an error has been made to either the employee's earnings, taxes, deductions or accrued leaves. In such cases, the County, for purposes of future compensation, shall adjust such earnings, taxes, deductions or accrued leaves to the correct rate. The Auditor shall give written notice to the employee of the error. As used in this section:

1. "Earnings" means the biweekly rate of pay including additional pays, differentials, and overtime.
2. "Taxes" means payment of Social Security, Medicare or State Disability taxes; excluding federal and state withholding taxes.
3. "Deductions" means employee paid deductions, including but not limited to medical premiums and retirement deductions; excluding voluntary deductions (such as deferred compensation).
4. "Accrued Leave" means vacation, sick leave, compensatory time off and all other types of authorized leave with pay.
5. "Overpayment" means any compensation or accrued leave that has been overpaid or over-credited to an employee regardless of the reason, including but not limited to, administrative, clerical or system errors.
6. "Underpayment" means any compensation or accrued leave that has been underpaid or under-credited to an employee regardless of the reason, including but not limited to, administrative, clerical or system errors.

- B. In the case of an overpayment of earnings or under withheld taxes or deductions, the employee shall reimburse the County. The employee has the following options for reimbursement:

1. Full payment through a payroll adjustment if total amount of reimbursement does not exceed biweekly earnings.
 2. Full payment by personal check, money order or cashier's check if total amount of reimbursement exceeds biweekly earnings.
 3. For installments made through payroll, the number of installments shall not exceed the number of pay periods over which the error occurred.
 4. A method mutually agreed upon by the employee and the Auditor-Controller.
- C. In the case of an underpayment, the County will pay the employee a one-time adjustment through payroll.
- D. In the case of a leave accrual error which results in an overpayment, reimbursement may be made through one (1) of the following methods as mutually agreed to by the employee and the Auditor-Controller:
1. Full payment through a payroll adjustment if total amount of reimbursement does not exceed biweekly earnings.
 2. Full payment by personal check, money order or cashier's check if total amount of reimbursement exceeds biweekly earnings.
 3. For installments made through payroll, the number of installments shall not exceed the number of pay periods over which the error occurred.
 4. In the case of a leave accrual error, which results in an incorrect accrued leave balance, a one-time adjustment will be processed through payroll.
- E. An employee whose employment terminates prior to any reimbursements or adjustments being fully completed or satisfied; shall have the remaining balance withheld from any final compensation due to the employee, providing the final compensation is sufficient to provide for full reimbursement or adjustment. If the employee's final compensation is not sufficient to provide for full reimbursement or adjustment, the County retains the right to exercise other legal means to recover the remaining amount owed.
- F. Any amount of overpayment for a period earlier than three (3) years prior to the date of the Auditor's initial written notice to the employee shall be deemed waived and not reimbursable.
- G. The provisions of this section do not apply to grievance disputes which contend that the County has underpaid by misapplying or incorrectly interpreting the terms of this or any previous agreement. The time limits for the filing and processing of any grievance shall not be deemed to be excused, extended or otherwise modified by the provisions of this section. Nor shall the relief available through the grievance procedure be enlarged by or as a result of the provisions of this section.

- H. The provisions of this section apply only to errors involving earnings, taxes, deductions and accrued leave. No provision of this section shall preclude the correction or recovery of past errors (overpayments or other losses) which were the result of other matters.

5.13 Assumption by County of Functions and Personnel of Another Governmental Agency

When the functions of other governmental agencies are assumed by the County, the employees who perform these functions may be included within this County's Civil Service. The Civil Service Commission shall determine their status in each instance, and it shall be equivalent to the status the employees would have had, had they been a County employee during the term of their employment. If the salary of an employee is higher than that considered appropriate for the class in the County service, the salary of such employee shall be frozen at its current dollar amount until such time as it is equaled or exceeded by the salary for that class or until the period of calendar time indicated in the Y-Rate schedule has elapsed, whichever is sooner. If the governmental agency is a non-Merit System jurisdiction, the employees of that agency shall be required to take a non-competitive qualifying examination prior to inclusion in the County's Civil Service.

5.14 Disposition of Additional Fees, Commissions, Etc., Received by Officers and Employees

The salaries, wages, fees, mileage, compensation and expenses provided for in the Solano County Code shall be paid in full for all official services performed, unless otherwise expressly provided in this Division, and all fees, mileage, expenses, commissions and compensation now or hereafter provided by law to be paid to any County officer or employee, either as such agent or as the agent of the State, or any officer thereof, or as the agent of any political subdivision thereof, or of any officer of any such political subdivision for any service, official or otherwise, except as otherwise provided in this Division, shall be paid into the County Treasury and placed to the credit of the proper fund.

5.15 Permanent Expiration of Grant Funded Programs

Upon the expiration of any grant not in the County General Fund, any unexpended and available funds of the grant may be used to liquidate in whole or in part any reimbursable accrued leave of employees in limited-term positions who were directly funded thereunder whether they continue or leave County service. Those employees funded under more than one such grant fund shall have their liquidation of leave pro-rated in proportion to their source of wages and benefits. Employees who continue in the service of the County upon expiration of a grant (not in the General Fund), but whose grant source has insufficient unexpended and available funds to fully liquidate reimbursable accrued leave shall have their remaining leave maintained and assumed by the County department in whose employ they continue without interruption in County service.

Any employee who transfers to another department prior to layoff shall not be entitled to pay off benefits under this section.

5.16 Employee Recognition

In addition to any other compensation provided to officers and employees of Solano County, officers and employees may be recognized for outstanding achievement and/or contributions towards excellence in the County through an employee recognition program adopted by the Board. This recognition may be in the form of additional compensation, a gift certificate or gift.

6. BENEFITS

6.1 Medical Insurance

Regular, limited-term, probationary employees and unrepresented Extra Help employees who qualify under the County’s Administrative and Compliance Procedures of the Patient Protection and Affordable Care Act have the option of becoming members of the Public Employees’ Medical and Hospital Care Acts (“PEMHCA” or “PERS Health”) insurance program. The County’s monthly contribution to provide health insurance benefits for the individual employee and the employee’s eligible dependents shall be adjusted in accordance with the Minimum Employer Contribution (“MEC) established by PEMHCA.

6.2 Retiree Medical Insurance

All regular, limited-term and probationary employees who have concurrently retired from the County and the California Public Employees’ Retirement System (“PERS”) may participate in the PERS Health Insurance program at their own expense. The County shall contribute the MEC established by PERS.

All unrepresented Extra Help employees who have concurrently retired from the County and the California Public Employees’ Retirement System (“PERS”) may participate in the PERS Health Insurance program at their own expense. The County shall contribute a monthly amount, set by PERS, which shall not exceed the MEC.

6.3.1 Cafeteria Plan for Regular, Limited-Term and Probationary Employees

This subsection applies to regular, limited-term and probationary employees.

The County’s contribution toward the cafeteria plan, as historically administered, shall be set at 75% of the PEMHCA Bay Area Kaiser Permanente family rate minus the PEMHCA MEC.

Effective with coverage beginning January 1, 2023, the County’s contribution toward the cafeteria plan, as historically administered, shall be set at 80% of the PEMHCA Region 1 Kaiser Permanente family rate minus the PEMHCA MEC.

An employee enrolled in PEMHCA for “employee plus two or more dependents” shall receive a County contribution of fifty dollars (\$50.00) per month into the Cafeteria Plan. Alternatively and in lieu of the fifty dollar (\$50.00) per month contribution, for an employee enrolled in PEMHCA for “employee plus two or more dependents” shall receive a County contribution of eighty dollars (\$80.00) per month into the Cafeteria Plan when the employee’s job classification has a maximum monthly salary as listed in the table below.

<u>Maximum salary of:</u>	<u>For \$80 monthly contribution as of:</u>
\$7,161.00	September 4, 2022
\$7,519.05	October 30, 2022

Said employee may use this County contribution for health insurance premium conversion, health care reimbursement account, and/or dependent care reimbursement account. In the absence of a cafeteria plan election form, the County contribution shall be used for health insurance premium conversion. The County contribution (\$50/\$80) shall sunset October 21, 2022. The County contribution of eighty dollars (\$80.00) per month into the cafeteria plan when the employee’s job classification has a maximum monthly salary as listed in the table above shall sunset at the end of the last pay period in December 2022. The

County contribution of fifty dollars (\$50.00) per month into the cafeteria plan shall sunset October 25, 2025.

An employee may use the County's contribution to the cafeteria plan toward the medical insurance plan to which the employee has elected to enroll.

An employee who has unused (unspent) cafeteria plan contributions shall retain those contributions as additional earnings (wages), but to a maximum of \$334.58 per month.

An employee who waives health insurance because the employee demonstrates to the County that s/he has alternate health insurance coverage shall receive \$500.00 per month minus the PEMHCA MEC.

A regular part-time or limited term part-time employee shall receive a pro-rata amount of the total sum of the PEMHCA MEC and the cafeteria plan contribution of the full-time employee in proportion to the relationship their basic workweek bears to forty hours. The total amount shall first be allocated to the PEMHCA MEC and any remaining employer contribution shall then be allocated to the cafeteria plan.

Health Care Reimbursement Account: During an annual open enrollment period, an employee may elect to enter into a salary reduction agreement with the County whereby the County will direct the amount of the salary reduction on a pre-tax basis into the employee's Health Care Reimbursement Account ("HCRA"). The employee's election is irrevocable until the next open enrollment period, exception on the occurrence of a qualifying event specified in the County's Plan Document. The employee will forfeit all unused funds remaining in their HCRA at the end of the plan year or at the end of the grace period, if any, allowed under the County's Plan Document, whichever is later. During the period allowed under the Plan Document, the employee may use the funds in their HCRA to obtain reimbursement for otherwise unreimbursed eligible medical expenses.

Dependent Care Reimbursement Account: During an annual open enrollment period, an employee may elect to enter into a salary reduction agreement whereby the County will direct the amount of the salary reduction on a pre-tax basis into the employee's Dependent Care Reimbursement Account ("DCRA"). The employee's election is irrevocable until the next open enrollment period, except on the occurrence of a qualifying event specified in the County's Plan Document. The employee will forfeit all unused funds in their DCRA at the end of the plan year or at the end of the grace period, if any, allowed under the County's Plan Document, whichever is later. During the period allowed under the Plan Document, the employee may use the funds in their DCRA to obtain reimbursement of eligible dependent care expenses.

6.3.2 Cafeteria Plan for Unrepresented Extra Help Employees

This subsection applies to unrepresented Extra Help employees who qualify under the County's Administrative and Compliance Procedures of the Patient Protection and Affordable Care Act.

The County's contribution shall be set at 75% of the sum of the County's contribution to the full-time employee contribution toward health insurance (PSR Section 6.1) and contribution toward cafeteria plan (PSR 6.3.1). Of this Extra Help Employees County contribution, the full value of the PEMHCA MEC shall be allocated first and all remaining County contribution shall be allocated to the cafeteria plan second. Effective with coverage beginning January 1, 2023, the County's contribution shall be set at 80% of the sum of the County's contribution to the full-time employee contribution toward health insurance (PSR Section 6.1) and contribution toward cafeteria plan (PSR 6.3.1).

The County's contribution toward the cafeteria plan may be used toward the cost of medical insurance only.

6.4 Dental Insurance

Regular, limited-term and probationary employees are eligible for dental insurance coverage for the employee and eligible dependents beginning the first of the month following appointment with the County."

The County pays one hundred percent (100%) of the monthly dental care insurance premium rate on behalf of each regular or limited-term full-time employee and their eligible dependents. The County's contribution will be a pro-rated amount of the full-time premium for regular or limited-term part-time employees in proportion to the relationship their basic workweek bears to forty (40) hours. Premium amounts in excess of the County contribution will be paid by the participating employee by payroll deduction.

The County shall maintain the existing dental insurance benefits; however, it is understood that insurance plan providers from time to time mandate changes in benefits and the County has no responsibility for replacement of benefits which may be eliminated or modified by any plan provider.

The County reserves the right to eliminate or provide additional dental insurance plans.

6.5 Vision Insurance

Regular, limited-term and probationary employees are eligible for vision insurance coverage for the employee and eligible dependents beginning the first of the month following appointment with the County.

The County pays one hundred percent (100%) of the monthly vision standard plan insurance premium rate on behalf of each regular or limited-term full-time employee and their eligible dependents. The County's contribution will be a pro-rated amount of the full-time premium for regular or limited-term part-time employees in proportion to the relationship their basic workweek bears to forty (40) hours. Premium amounts in excess of the County contribution will be paid by the participating employee by payroll deduction.

The County shall maintain the existing vision insurance benefits; however, it is understood that insurance plan providers from time to time mandate changes in benefits and the County has no responsibility for replacement of benefits which may be eliminated or modified by any plan provider.

The County reserves the right to eliminate or provide additional vision insurance plans.

6.6 Life Insurance

Regular, limited-term and probationary employees are eligible for life insurance coverage and accidental death and dismemberment insurance for the employee beginning the first of the month following appointment with the County.

The basic life insurance policy and the accidental death and dismemberment insurance policy are each valued at one and one-half times the employee's annualized monthly wage valued up to the next thousand dollars (e.g., if annualized wage equals \$21,100 then life insurance policy is valued at \$22,000) to a minimum policy of thirty-five thousand dollars (\$35,000) and a maximum policy of three hundred fifty

thousand dollars (\$350,000), except for confidential employees where the maximum policy is one hundred thousand dollars (\$100,000). An employee may purchase supplemental life insurance under costs, terms and conditions specified by the insurance plan provider.

The County pays one hundred percent (100%) of the life insurance premium on behalf of each regular or limited-term full-time employee. The County will pay a pro-rated amount of the full-time premium for regular or limited-term part-time employees in proportion to the relationship their basic workweek bears to forty (40) hours.

The County shall maintain the existing life insurance benefits; however, it is understood that insurance plan providers from time to time mandate changes in benefits and the County has no responsibility for replacement of benefits which may be eliminated or modified by any plan provider.

The County reserves the right to eliminate or provide additional life insurance plans.

6.7 Deferred Compensation

A Deferred Compensation Program as established by the Board of Supervisors is available to all employees employed in regular or limited-term positions. Such program is hereby incorporated by reference.

To encourage County employee participation in the deferred compensation program, the County contributes a dollar for dollar match up to a maximum of five dollars (\$5.00) per pay period to the deferred compensation account of any County employee who is actively enrolled in the deferred compensation program. The employee must contribute a minimum of ten dollars (\$10.00) per pay period in the deferred compensation program to receive the dollar-for-dollar match.

Executive Management, Legislative Management and Senior Management: Effective January 8, 2023, the County will contribute a dollar for dollar match up to a maximum of twenty-five dollars (\$25.00) a pay period to the deferred compensation account of any County employee who is actively enrolled. Effective the first pay period in January 2024, the County shall increase its contribution to fifty dollars (\$50.00) per pay period. Effective the first pay period in January 2025, the County shall increase its contribution to seventy-five dollars (\$75.00) per pay period. The employee must contribute a minimum of ten dollars (\$10.00) per pay period in the deferred compensation program to receive the dollar-for-dollar match.

6.8 Short Term Disability Insurance

The State's Employment Development Department administers two programs for employees who need time off from work. Disability Insurance for time taken due to an employee's own non-work related illness or injury, and Paid Family Leave for time taken to care for a seriously ill family member or to bond with a new child. For the purposes of this section, both programs will be referenced as State Disability Insurance (SDI).

Except for elected officials, the County participates in the State Disability Insurance program and employees shall have deducted from their paychecks the cost of the State Disability Insurance program.

- A. In the event of a disability which is non-industrial or where industrial causation has yet to be determined, or for time taken to care for a seriously ill family member, or to bond with a new child, employees shall make timely application for SDI benefits. Failure to apply for and receive State Disability Insurance benefits will void continuation of health benefits as provided below.

- B. The County will continue to pay the employer share of the monthly premiums for medical, vision, dental and life insurance coverage on behalf of a qualified regular full or part-time employee who is receiving SDI benefits for the period of time that the employee has and utilizes leave accruals to fully integrate or for the period of time the employee is on approved FMLA or CFRA leave, whichever period is longer.
- C. Employees receiving SDI will not accrue sick or annual leave during any pay period in which the employee does not have sufficient leave accruals to fully integrate such leave accruals to achieve 100% integration. In the event of an employee who is working less than their position allocation while collecting SDI benefits, the employee will earn pro-rated accruals based on actual hours worked.
- D. SDI benefits shall be integrated with accrued County leaves as follows:
 - 1. Employees must promptly inform department payroll clerks of their SDI benefit amount and provide documentation of receipt for which the employee is eligible.
 - 2. Employees' pay, including accruals and/or SDI benefits shall not exceed the employee's regular gross pay. Gross pay is made up of regular base pay, differentials and longevity compensation, as applicable. Employees must integrate all required leave to equal 100% of their full-time equivalent position.
 - 3. Upon exhaustion of available sick leave, other accumulated leave may be integrated with the weekly SDI benefits.
 - 4. Employees will provide the County with appropriate medical information which includes a prognosis for the return to work.

6.9 Long Term Disability Insurance

Regular or Limited Term employees designated as members of the legislative group, executive management group or senior management group and who work at least 20 hours per week participate in a County-sponsored long term disability insurance program. Long Term Disability Insurance for the employee only, with a maximum monthly benefit of ten thousand dollars (\$10,000) is available to employees beginning on the first day of the month following the employee's date of hire, at no cost to the employee.

Employees who are not members of the legislative group, executive management group or senior management group do not participate in any County-sponsored long-term disability insurance program.

6.10 Retirement

A. PERS Contract.

Subject to the terms of this **subsection 6.10**, the County will maintain its contract with the State Public Employees' Retirement System (PERS) and the benefits currently provided thereunder.

B. PEPRA Tier.

Effective January 1, 2013 the County implemented a new pension tier in accordance with and subject to the terms of the Public Employees' Pension Reform Act of 2013. The new pension tier is referred to as the "PEPRA tier."

C. PEPRA Basic Retirement Formula.

For non-safety (miscellaneous) employees required by law to participate in the PEPRA tier, the PEPRA established a pension formula of two percent (2%) of pensionable compensation for each qualifying year of service at the normal retirement age of sixty-two (62) years. For purposes of this formula, PERS will calculate an eligible retiree's pension based on the average annual pensionable compensation earned by the member during the thirty-six (36) consecutive month period immediately preceding retirement (or date of last separation from service if prior to retirement) or any other period of thirty-six (36) consecutive months during the member's applicable service that the member designates.

For County Peace Officer (e.g., "safety light") employees required by law to participate in the PEPRA tier, the PEPRA established a pension formula of two percent (2%) of pensionable compensation for each qualifying year of service at the normal retirement age of fifty-seven (57) years. For purposes of this formula, PERS will calculate an eligible retiree's pension based on the average annual pensionable compensation earned by the member during the thirty-six (36) consecutive month period immediately preceding retirement (or date of last separation from service if prior to retirement) or any other period of thirty-six (36) consecutive months during the member's applicable service that the member designates.

For Safety Sheriff (e.g., "full safety") employees required by law to participate in the PEPRA tier, the PEPRA established a pension formula of 2.7% of pensionable compensation for each qualifying year of service at the normal retirement age of fifty-seven (57) years. For purposes of this formula, PERS will calculate an eligible retiree's pension based on the average annual pensionable compensation earned by the member during the thirty-six (36) consecutive month period immediately preceding retirement (or date of last separation from service if prior to retirement) or any other period of thirty-six (36) consecutive months during the member's applicable service that the member designates.

D. Disputes Over PEPRA.

The Grievance Procedure set forth in **Section 19** shall not apply regarding any dispute regarding the manner in which the County applies the PEPRA Tier. If any term of this **Section 6.10, Retirement**, conflicts with the PEPRA or any amendment thereto, the PEPRA or such amendment will prevail.

E. Pre-PEPRA Tier 1.

The County's contract with the Public Employees' Retirement System provides the Miscellaneous Retirement (2.7% @ age 55) for employees who are not required by law to participate in the PEPRA Tier and who are not participants in the formula described in **6.10.F** below.

The County's contract with the Public Employees' Retirement System provides Safety light Retirement (2% @ age 50) for employees who are not required by law to participate in the PEPRA Tier and who are not participants in the formula described in **6.10.F** below.

The County's contract with the Public Employees' Retirement System provides full Safety Retirement (3% @ age 50) for employees who are not required by law to participate in the PEPRA Tier and who are not participants in the formula described in **6.10.F** below.

F. Pre-PEPRA Tier 2

The County amended its contract with CalPERS to provide employees hired on or after May 4, 2012 for classifications with a Miscellaneous Retirement formula of 2% @ age 60 in lieu of the 2.7% at 55 formula described in subsection **6.10.E** above. This provision applies to employees who are not eligible under the County's contract with PERS to participate in the pension tier described in paragraph **6.10.E** above and who are not required by law to participate in the PEPRA tier described in paragraph **6.10.C** above.

The County amended its contract with CalPERS to provide employees hired on or after May 4, 2012 for classifications with a Safety light Retirement formula of 2% @ age 55 in lieu of the 2% at 50 formula described in paragraph **6.10.E** above. This provision applies to employees who are not eligible under the County's contract with PERS to participate in the pension tier described in paragraph **6.10.E** above and who are not required by law to participate in the PEPRA tier described in paragraph **6.10.C** above.

The County amended its contract with CalPERS to provide employees hired on or after January 17, 2011 for classifications with a full Safety Retirement formula of 3% @ age 55 in lieu of the 3% at 50 formula described in subsection **6.10.E** above. This provision applies to employees who are not eligible under the County's contract with PERS to participate in the pension tier described in paragraph **6.10.E** above and who are not required by law to participate in the PEPRA tier described in paragraph **6.10.C** above.

G. Employee Payment of PERS Member Contributions.

1. PEPRA Member Contributions.

Members of the PEPRA Tier will contribute toward the PEPRA Tier an employee contribution in an amount equal to not less than fifty percent (50%) of the normal cost of the new tier, as determined from time to time by PERS, or the amount of the contribution provided by this MOU for members of the PEPRA Tier, whichever is greater. Such contribution will be made by payroll deduction.

2. Non-PEPRA Member Contribution.

Employees subject to the Pre-PEPRA formulas described in paragraphs **6.10.C** and **6.10.E** above contribution 100% (8% or 7% based on the Pre-PEPRA tier and as established by statute) of the applicable PERS member contribution by payroll deduction.

Effective June 23, 2013, employees subject to the Pre-PEPRA formulas described in paragraphs **6.10.C** and **6.10.E** above will contribute an additional three percent (3%) of the applicable PERS member contribution by payroll deduction. County payments toward the PERS employee member contribution will reduce by three percent (3%) on June 23, 2013, so that its payment of the member contribution is eliminated in its entirety.

3. Employee Payment For Pre-PEPRA Formula Enhancement.

In November 2002, the County amended its contract with PERS to provide for the above-referenced 2.7% @ 55 retirement formula. The cost of this benefit was established by PERS (\$75,036,452) and employees throughout the County agreed that the cost would be the responsibility of employees. The county agreed to allow the employees to pay for that plan enhancement by payroll deduction with the cost amortized over twenty (20)

years. That payment will continue to take the form of a percentage deduction made from the paycheck of each employee in the plan, until the above established cost has been recovered. Each year (January) the County will calculate the amount due for the subsequent 26 pay periods, based on the formula presented as **Appendix A**.

In July 2002, the County amended its contract with PERS to provide for the above-referenced 2% @ 50 retirement formula. The cost of this benefit was established by PERS (\$10,150,111 and employees throughout the County agreed that the cost would be the responsibility of employees. The county agreed to allow the employees to pay for that plan enhancement by payroll deduction with the cost amortized over twenty (20) years. That payment will continue to take the form of a percentage deduction made from the paycheck of each employee in the plan, until the above established cost has been recovered. Each year (January) the County will calculate the amount due for the subsequent 26 pay periods, based on the formula presented as **Appendix B**.

In July 2004, the County amended its contract with PERS to provide for the above-referenced 3% @ 50 retirement formula. The cost of this benefit was established by PERS (\$4,921,043) and employees throughout the County agreed that the cost would be the responsibility of employees. The county agreed to allow the employees to pay for that plan enhancement by payroll deduction with the cost amortized over twenty (20) years. That payment will continue to take the form of a percentage deduction made from the paycheck of each employee in the plan, until the above established cost has been recovered. Each year (July) the County will calculate the amount due for the subsequent 26 pay periods, based on the formula presented as **Appendix C**.

4. Employee Payment of Employer Contributions.

- a. Effective October 27, 2013 employees shall share in the PERS employer rate increases for employer rate costs between 14% - 16% as an additional employee deduction; however, the maximum employee contribution shall not exceed one-half of one percent (0.5%) through and including September 27, 2014.
- b. Effective September 28, 2014, employees shall share in the PERS employer rate increases for employer rate costs between 14% - 16%. The maximum employee contribution shall not exceed one percent (1%).
- c. Effective January 1, 2017, the employees share of payment toward the PERS employer rate, specified in Section 6.10 G (4) (a), shall sunset.

5. Pre-Tax Treatment PERS Member Contributions.

To the extent permitted by applicable law, employee contributions toward the Employee's and Employer's PERS contribution made pursuant to this Personnel and Salary Resolution will be deducted on a pre-tax basis pursuant to and in accordance with section 414(h)(2) of the Internal Revenue Code.

6.11 Social Security and Medicare

Employees who receive their benefits under this Personnel and Salary Resolution and who participate in the non-safety (miscellaneous) PERS plan have coverage under the federal Social Security system. The

Social Security system requires contributions by both the employee and the employer in accordance with schedules provided by the federal government.

Employees who receive their benefits under this Personnel and Salary Resolution and who participate in the safety PERS plan do not have coverage under, and do not contribute to, the federal Social Security system.

All other employees who are not represented under a collective bargaining agreement have coverage under the federal Social Security system. The Social Security system requires contributions by both the employee and the employer in accordance with schedules provided by the federal government.

All employees participate in the Medicare program. The Medicare program requires contributions by both the employee and the employer in accordance with schedules provided by the federal government.

6.12 Tuition Reimbursement Program

A. Objective

The Tuition Reimbursement Program is designed to encourage employees to continue their self-development by enrolling in classroom courses which will educate them in new concepts and methods in their occupational fields and prepare them to meet the changing demands of their jobs.

B. Eligibility of Employees for Tuition Reimbursement

Only full-time employees filling regular positions, on other than a limited-term basis, who have completed their initial County probationary period and who are performing their jobs satisfactorily are eligible to participate in the Tuition Reimbursement Program. Employees are not eligible for reimbursement if their educational costs are being defrayed by another agency such as the U.S. Veterans' Administration, the California State Department of Veterans' Affairs or the Commission on Peace Officer Standards and Training.

C. Policy for Tuition Reimbursement

- 1.** Courses must be related to the work of the employee's position or occupation in such a fashion as will offer substantial benefit to the County.
- 2.** Each course must be taken on not more than fifty percent (50%) of the County's time. Employees taking approved courses which encroach on their regular scheduled working hours shall be entitled to paid time off for such encroaching hours up to a total maximum amount of paid time off from work equal to fifty percent (50%) of the class time.
- 3.** Courses must be taken for credit; audited courses will not be reimbursed.
- 4.** Courses must be taken at accredited institutions. Correspondence courses from reputable institutions will be considered only when equivalent courses are not available at local accredited schools, or when the employee's circumstances prevent him/her from attending local courses.
- 5.** Prerequisite courses for eligible courses or courses which are required for the completion of a specific program are also eligible for tuition reimbursement. However,

reimbursement shall not be made until the appropriate eligible courses have been satisfactorily completed.

- 6.** Courses are not eligible for tuition reimbursement if they:
 - a.** Are taken to bring unsatisfactory performance up to an acceptable level.
 - b.** Are taken to acquire skills or knowledge which the employee was deemed to have when appointed.
 - c.** Duplicate in-service training which is available.
 - d.** Duplicate training which the employee already had.
- 7.** Conventions, workshops, institutes, etc., are not included in the Tuition Reimbursement Program. Departments shall continue to use their conference and convention funds and make their requests in conformance with the policy of the Board of Supervisors.
- 8.** Reimbursement shall be subject to certification by the department concerned that the course of study is directly related to the work of the employee and subject to the approval of the Director of Human Resources.
- 9.** Requests for Reimbursement must be approved before the commencement of coursework.
- 10.** Reimbursement shall be made only upon presentation of evidence of payment for and successful completion of courses (as evidenced by a passing grade) and a satisfactory (standard or above) current performance evaluation. Reimbursement is made for the same fiscal year in which the course is completed and documentation must be presented to the Department of Human Resources within ninety (90) calendar days after the course completion date.

D. Nature of Reimbursement

- 1.** Reimbursement in the amount of fifty percent (50%) may be made for tuition, registration fees, laboratory fees and required textbooks. Other related expenses and incidental costs are not reimbursable.
- 2.** Reimbursement shall be limited as follows:
 - a.** No employees shall be reimbursed for more than two courses in a single semester or quarter.
 - b.** The maximum reimbursement that may be received by any employee in one fiscal year shall be one thousand one hundred dollars (\$1,100). Effective July 1, 2020, the maximum reimbursement that may be received by an employee in one fiscal year shall be two thousand dollars (\$2,000). Effective July 1, 2023, the maximum

reimbursement that may be received by an employee in one fiscal year shall be five thousand dollars (\$5,000).

- c. An employee shall be reimbursed for expenses totaling five (\$5.00) dollars or more for a single course. Expenses less than five dollars (\$5.00) for a single course are not reimbursable.
- d. No employee shall be reimbursed for non-resident fees above the normal resident fees.

E. Procedure for Tuition Reimbursement

1. The employee shall apply for Tuition Reimbursement through such supervisory channels as are designated by the head of their department, on forms provided by the Director of Human Resources.
2. The employee's department head shall either recommend approval of the request or deny it, based on the criteria set forth in this policy. If the department head recommends approval, the employee shall forward the application to the Director of Human Resources.
3. The Director of Human Resources shall evaluate the request for reimbursement and approve or deny the request.
4. An employee may appeal denial of the request by the department head to the Director of Human Resources and the Director of Human Resources' decision (unless the reason for denial is lack of funds) to the grievance procedure as set forth in **Section 19, Grievances**.
5. Upon completion of an approved course, the employee shall request the institution to certify fees paid and grade achieved, and to send certification to the Human Resources Department. The employee shall also present evidence of payment of required textbook costs.
6. The department head may require that the employee evaluate the course in writing and forward such evaluation to the Human Resources Department through normal supervisory channels.
7. Upon being informed of certification by the Human Resources Department, the Auditor-Controller shall issue a warrant to the employee for reimbursement.

F. Continued Service Requirement

An employee must continue in a full-time, regular position in the County service for one (1) year from the date of last receipt of a tuition reimbursement warrant. Failure to continue in the County service, through resignation or discharge (excluding layoff), will result in the forfeiture of any tuition reimbursement payments received less than one (1) year prior to separation. In such situation, the Auditor-Controller is authorized to make a deduction from the employee's final payroll warrant for the appropriate amount of tuition reimbursement to be forfeited.

6.13 Limited Extra Help Benefits

Extra-help employees shall not receive employee benefits, except as specifically provided in the following sub-sections:

- A.** Employees appointed to extra-help positions created with the intent that said positions will become full-time regular positions may, upon approval by the Director of Human Resources, receive up to a maximum of one year accrual, the following benefits granted to full-time employees.
 - 1.** Vacation accrual
 - 2.** Sick leave accrual
 - 3.** Merit increases as per Section 5.4, Merit Increases

- B.** Employees in extra-help positions which later become full-time regular positions, may, upon approval by the Director of Human Resources, retroactively to a maximum of one year, receive the following benefits granted to regular full-time, limited term and probationary employees:
 - 1.** Vacation accrual
 - 2.** Sick leave accrual
 - 3.** Merit increases as per Section 5.4, Merit Increases

6.14 Unemployment Benefits

Solano County employees are covered under the State of California Unemployment Insurance Benefits Program.

6.15 Exempt Employees – Exhaustion of Leave

Regular employees designated as exempt from the Fair Labor Standards Act (FLSA) shall be entitled to "salaried leave". "Salaried leave" shall provide for paid absences to cover authorized time off work of less than one day for personal reasons or sickness if the employee has exhausted all of their accrued leaves. Such leaves include Administrative Leave, compensatory time off, vacation, sick leave, and holidays. "Salaried leave" shall be deducted from subsequent paid leave/time off accruals in the following order: Administrative Leave (if available to the employee), compensatory time off (if available to the employee), vacation, sick leave, floating holidays.

Should a negative balance for "salaried leave" exist upon separation from an FLSA exempt position no recovery will be made from the employee.

Should Federal regulations under the Fair Labor Standards Act be amended to not require payment for time off from work for less than one day, this section is no longer applicable.

6.16 Administrative Leave – Management and Unrepresented Employees

- A.** Administrative Leave Benefit
In recognition that their responsibilities occasionally require work in excess of the normal 40 hour week, Appointed Department heads, Assistant Department heads, Management employees, and Unrepresented employees who are exempt from FLSA regulations shall receive an Administrative Leave benefit. This will be in lieu of any payment or compensatory time off for work performed in excess of 40 hours per week. The above referenced full-time regular employees shall be granted eighty (80) hours of Administrative Leave effective July 1 of each year. Any employee

incumbent in an eligible position for less than a full fiscal year shall be eligible for a pro-rata lump sum number of Administrative Leave hours at a rate of 3.0769 hours times the number of full pay periods remaining in the fiscal year. Employees working in regular positions on a less than full-time basis shall accrue Administrative Leave on a pro-rata basis, proportional to the number of authorized hours employed.

Use of Administrative Leave is subject to the approval of the Department head. Administrative Leave may be taken in increments of not less than one (1) hour. In the event it is the Department head's determination that an employee covered by this provision has worked an extraordinary number of hours over the forty (40) hour workweek, the Department head may approve additional informal administrative leave for that employee.

No eligible employee shall carry over Administrative Leave from one fiscal year to another. Eligible management employees who have unused Administrative Leave at the end of the fiscal year shall be paid for those remaining hours at the employee's base rate of pay in effect on the last full pay period in the outgoing fiscal year in the following manner:

Convert all unused Administrative Leave to their Retirement Health Savings Account in July of each year.

B. Restrictions Regarding the Use of Administrative Leave by Management and Unrepresented Employees

1. Subject to advance approval by the Department head, Administrative Leave may be taken at any time during the fiscal year, but must be taken within the fiscal year in which it is given. Administrative Leave may be used as sick leave, but only after all accrued sick leave has been exhausted.

2. No person shall be permitted to work for compensation for the County in any capacity while on Administrative Leave.

3. No eligible employee shall carry over Administrative Leave from one fiscal year to another. Termination of an employee's continuous service, except by reason of regular or disability retirement, shall cancel all unused Administrative Leave. Employees terminating employment because of regular or disability retirement shall be paid for unused Administrative Leave in the following manner:

Convert all to the Retirement Health Savings Account to pay for retiree health in accordance with County policy.

Effective the pay period of January 22, 2023, employees not terminating their County employment and accepting a regular position within the County that does not qualify to receive Administrative Leave shall convert all unused Administrative Leave hours to the Retirement Health Savings Account to pay for retiree health in accordance with County policy.

4. A Department head may require employees covered in this section to work beyond the official forty (40) hour workweek. Administrative Leave will constitute full compensation for such overtime work.
5. Because State law does not require elected officials to observe the standard County workweek, they are not eligible to receive Administrative Leave benefits.

6.17 401(a) Defined Contribution Plan

- A. Elected officials may elect to participate in the 401(a) plan. Elected officials shall voluntarily contribute at their own cost an amount equal to 1.2% of salary with a 50% County match of .6% for a total of 1.8%.
- B. Eligible employees in the Executive and Senior Management groups elected to redesignate the County's contribution to the 401(a) plan to the CalPERS Employer Paid Member Contribution. The County's contribution to the 401(a) plan was a result of converting three (3) floating holidays to a County contribution.
- C. Eligible employees in the Executive Management Group and the Senior Management Group may elect to participate in the 401(a) plan up to a maximum of twenty-five percent (25%) of salary, not to exceed the maximum deferred compensation contribution allowed under the Internal Revenue Code. This plan is solely funded with employee contributions.

7. WORKERS' COMPENSATION

7.1 Workers' Compensation

- A. In accordance with the California Labor Code, the County provides all statutory workers' compensation benefits for County employees who sustain work-related injuries or illnesses. Pursuant to Labor Code Section 3700 et seq., the County is self-insured for workers' compensation at no cost to the employee.
- B. In lieu of the statutory three (3) day waiting period for temporary disability payments pursuant to Labor Code Section 4652, whenever an employee is compelled by direction of a physician to be absent from duty due to an injury or illness determined to be work-related by the County, the employee shall receive full compensation for their scheduled work days and paid holidays falling during the first three (3) days of such absence. Thereafter, accrued leave shall be integrated with workers' compensation temporary disability benefits pursuant to subsection **7.1.H**, below.
- C. In the event the County is unable to determine if the injury or illness is work-related, the employee shall use sick leave and upon exhaustion of sick leave may utilize any other accumulated leave benefits. Once the injury or illness is determined to be work-related, leave benefits shall be restored in accordance with subsection **7.1.B**, above. Thereafter, an employee shall integrate accrued leave with workers' compensation temporary disability benefits pursuant to subsection **7.1.H**, below.
- D. The County will continue to pay the employer share of the monthly premium for medical, vision, dental and life insurance coverage on behalf of a qualified regular full or part-time employee who

is receiving temporary disability benefits from Workers' Compensation for a maximum of nine (9) months.

- E. Sick leave and vacation shall accrue during any pay period in which the employee is receiving Workers' Compensation temporary disability.
- F. In accordance with **Section 10, Sick Leave**, sick leave may be used for any medical appointments due to a work-related injury or illness. Up to two (2) hours paid County time-off may be used to attend repeat medical appointments due to a work-related injury or illness. Sick leave may be used for medical appointments due to work-related injuries or illnesses beyond two (2) hours.
- G. Service credit provided in this Resolution toward longevity compensation, seniority, and merit step increase eligibility shall not be affected by any pay period during which an employee received both County paid leave and temporary disability benefits from Workers' Compensation.
- H. Workers' compensation temporary disability benefits shall be integrated with accrued County leave as follows:
 - 1. Employees must promptly inform department payroll clerks of their Workers' Compensation temporary disability benefit amount and provide documentation of receipt for which the employee is eligible.
 - 2. Employee's pay, including leave accruals and Workers' Compensation temporary disability benefits shall not exceed the employee's regular gross pay. Gross pay is made up of regular base pay, differential pay, and longevity compensation, as applicable. Employees must integrate all required leave to equal 100% of their full-time equivalent position.
 - 3. Upon exhaustion of available sick leave, other accumulated leave will be integrated with the weekly Workers' Compensation temporary disability benefits.
- I. Employees employed in Safety classes covered by Section 4850 of the Labor Code are not subject to the provisions of this Section.

7.2 Temporary Modified Duty Assignments

- A. If an assignment exists which the department head, in conjunction with the Director of Human Resources, deems may be filled on a temporary basis, first consideration shall be given to those industrially disabled employees within the department:
 - 1. Whose authorized treating physician has indicated in writing that the employee is able to perform the duties of the temporary assignment; and
 - 2. Who has the capability and qualifications to perform the temporary assignment.
- B. The remuneration will be the employee's regular salary.
- C. The employee's department head will determine the assignment and its duration, but the employee shall return to their normal job as soon as released by their treating physician or is no longer temporarily disabled. Light duty is available for a maximum of eighteen (18) weeks.

Department heads may extend light duty assignments which are a result of a work related injury, beyond eighteen (18) weeks, on a case by case basis.

- D. If there is more than one industrially disabled employee eligible for a light duty assignment, first consideration shall be given to the employee with the most pertinent qualifications, skills, and abilities who has been off work the longest period of time without pay.
- E. After industrially injured employees have been considered, non-industrial disabled employees will be given a second consideration on the same basis as provided above.

8. INCENTIVES AND DIFFERENTIALS

8.1 Bilingual Pay

A. Eligibility

1. Any bilingual person employed in a designated public contact position which has been assigned duties involving regular and frequent use of bilingual skills shall be eligible to receive the additional compensation.
2. Regular and frequent use shall mean using the skill on the average of once per work day and/or fifty percent (50%) of the time. However, exceptions can be made at the discretion of the department and concurrence of the Director of Human Resources for unique circumstances.
3. Any bilingual employee who has been assigned duties involving the use of bilingual skills (e.g., interpreter) may be eligible to receive the additional compensation provided in this Section.
4. The provisions of this Section shall be limited to those employees occupying permanent, probationary or limited-term full-time positions.
5. The provisions of this-Section shall not apply to supervisory positions with the exception of working supervisors who spend at least 50 percent (50%) of their time in direct contact with the public.
6. The compensable second languages shall be limited to those required in the delivery of public services to the various target groups within the County (e.g., Spanish, Tagalog).

B. Bilingual Pay Differential Allowance

1. Designated employees shall be eligible to receive additional compensation at the rate of sixty-five dollars (\$65.00) per pay period (approximately \$1,690.00 per year).

Effective the pay period of October 30, 2022, the additional compensation rate shall be seventy-five dollars (\$75.00) per pay period (approximately \$1,950.00 per year).

2. Such compensation shall be effective the first day of the payroll period following certification by the Department of Human Resources that the employee is eligible to receive the bilingual differential.

C. Termination of Bilingual Pay Differential Allowance

The bilingual differential allowance shall cease when any of the following occurs:

1. The employee terminates their employment with the County.
2. The position is determined to no longer require bilingual skill.
3. The employee is assigned to a position not requiring the bilingual ability.

An employee who is on leave of absence without pay during a pay period shall receive the bilingual differential in proportion to the relationship the time worked during that pay period bears to eighty (80) hours.

D. Procedures for Requesting the Bilingual Pay Differential Allowance

1. Recommendations for bilingual appointments shall be submitted by the department head to the Department of Human Resources and shall include:
 - a. Name and class of each employee recommended for duties requiring bilingual skills.
 - b. A description of the bilingual duties to be performed by each employee in sufficient detail to indicate second language to be utilized, purpose, nature and frequency of use.
 - c. Location of assignment.
2. An employee may appeal the recommendation of the department head to the Director of Human Resources who shall approve or deny the request.
3. For classified employees, an employee or a department head may appeal denial of the request by the Director of Human Resources to the Civil Service Commission which shall make the final decision to approve or deny the request.

8.2 Call Back and Standby Pay Differential

A. Call Back

Any employee who is called back to work shall be paid for call back duty at their straight time hourly rate, (subject to the provisions of **Section 8, Hours of Work and Overtime**, not to exceed the maximum step of the working level classification, with a guaranteed payment equivalent to three (3) hours straight time pay when the call back time worked is less than three (3) hours.

B. Standby

Standby is any time other than time when the employee is actually on duty during which an employee is not required to be on County premises but stand ready to immediately report for duty and must arrange so that their supervisor can reach the employee in ten (10) minutes notice or less.

If an employee is placed on standby duty, such employee shall be compensated for the time spent on assigned standby at two dollars and fifty cents (\$2.50) per hour. If such standby is spent on weekends or holidays, the employee shall be compensated at three dollars (\$3.00) per hour. No employee shall be paid for standby duty and call back work simultaneously.

Employees in professionally licensed medical, psychiatric and dental classifications shall be compensation for the time spent on assigned standby at four dollars (\$4.00) per hour.

Classes used as standby and call back must be approved by the County Administrator both as to authorized classes and authorized numbers.

8.3 Shift Differential

- A.** All Management and unrepresented employees who work an assigned swing or graveyard shift, shall, in addition to their regular salary, be paid a shift differential for each swing or graveyard shift actually worked.
- B.** For the purposes of this Section, swing shift shall mean a work shift of eight (8) consecutive hours or more which includes at least four (4) hours of work between the hours of 5:00 p.m. and 10:00 p.m. Graveyard shift is defined as a work shift of eight (8) consecutive hours or more which includes at least four (4) hours or more of work between the hours of 10:00 p.m. and prior to 5:00 a.m. Overtime which is worked as an extension of an assigned day shift shall not qualify an employee for shift differential.
- C.** The rate of shift differential shall be five and one half percent (5.5%) over the employee's hourly rate for each hour actually worked on a swing shift and six and three-quarters percent (6.75%) over the employee's hourly rate for each hour actually worked on a graveyard shift.

8.4 Management Business Expense

- A.** Eligibility for Management Business Expense
County department heads, assistant department heads, and management employees who are incumbent in positions not represented by a recognized employee organization shall be eligible for the management business expense benefit.
- B.** Reimbursement of Management Business Expenses
Reimbursement for business expense shall be made in accordance with the following:
 - 1.** Designated County officials and employees, as defined by the Board of Supervisors and/or County Administrator, shall be reimbursed for actual out-of-pocket payments up to twenty-five dollars (\$25.00) in any month for business meals, and/or for other authorized expenditures, including business meals, and aggregate total of three hundred dollars (\$300.00) for the fiscal year.
 - 2.** Other eligible employees shall be reimbursed for actual out-of-pocket payments up to ten dollars (\$10.00) in any month for business meals, and/or for other authorized expenses, including the business meals, an aggregate total of one hundred twenty dollars (\$120.00) for the fiscal year.

3. For purposes of this Section, business meals are defined as those for which the primary purpose is the conduct of County business. Such expense may include the cost of meals for others when costs are incurred in the conduct of County business. Authorized expenses other than business meals shall be limited to professional organizations, education expenses exceeding the County tuition reimbursement allowance amounts, professional publication subscriptions and related expenses approved by the appointing authority.
4. Each department head will be responsible for the control of the Management Business Expense Reimbursement.
5. Claims for reimbursement shall be made in accordance with procedures prescribed by the Auditor-Controller.
6. Any employee incumbent in an eligible position described in paragraphs **8.4.B1** and **8.4.B2** above, for less than a full fiscal year shall be eligible to receive an aggregate total reimbursement for expenses multiplied by the number of full calendar months the employee was an incumbent in that position.
7. Failure of an employee to continue in County service through resignation or discharge will result in the forfeiture of any allowance received in excess of the amount to which the employee is entitled under paragraph **8.4.B5** above. In such situations, the Auditor-Controller is authorized to make a deduction from the employee's final payroll warrant for the appropriate amount over-claimed.

8.5 Executive Management Business Expense Allowance

Effective July 1, 2017, County officials and employees in the following positions will be provided a business expense allowance to cover incidental expenses incurred in the performance of their duties:

County Administrator	\$50 biweekly
Department Heads	\$50 biweekly

Effective the pay period of January 22, 2023, County officials and employees in the following positions will be provided a business expense allowance to cover incidental expenses incurred in the performance of their duties:

County Administrator	\$50 biweekly
Department Heads	\$50 biweekly
Assistant Department Heads	\$50 biweekly
Undersheriff	\$50 biweekly

Effective July 1, 2023, the business expense allowance amount shall be seventy-five dollars (\$75.00) biweekly.

8.6 Automobile Allowance

Effective July 1, 2017, all Department Heads will receive a biweekly automobile allowance at either Level 1 (\$250) or Level 2 (\$150). The County Administrator, in consultation with the

Auditor-Controller has the authority for establishing or modifying the level of the allowance for affected individuals. This allowance covers travel expenses in lieu of the use of any County vehicle or mileage reimbursement. The County Administrator shall periodically review and validate or modify all automobile allowances.

Effective July 1, 2023, the automobile allowance amount for Level 1 shall be three hundred dollars (\$300.00) and Level 2 shall be two hundred dollars (\$200.00).

In addition, at the request of the Department Head, the County Administrator, in consultation with the Auditor-Controller may approve an automobile allowance in an amount up to the Level 1 amount of \$250 (\$300, effective July 1, 2023) for certain County employees when it is deemed appropriate due to the travel requirements of the position.

8.7 Professional Allowance

Each attorney in the classes of Chief Deputy Public Defender and Chief Deputy District Attorney will receive \$25.00 per pay period as a professional business allowance to cover costs of work related items including, but not limited to training (registration fees, lodging, etc.), reference materials or other professional expenses. Plans for expenditure of this allowance must be submitted to the appointing authority for approval.

8.8 Emergency Response Compensation

Effective the pay period of October 30, 2022 if, during a local emergency proclaimed by the Board of Supervisors, or by the County Administrator and ratified by the Board of Supervisors if necessary pursuant to Government Code section 8630, lasting more than three consecutive full days during which the County activates its Emergency Operations Center (EOC), exempt personnel who the County requires to work in the EOC will receive additional compensation at their hourly rate for each hour worked in the EOC in excess of 40 hours in the work week, up to a combined maximum 100 hours per fiscal year. Employees must be assigned to work as part of the EOC response and must complete an Activity Log (ISC 214).

8.9 Management Business Expense Allowance

Effective the pay period of January 22, 2023, Chief Deputy and senior management employees will receive a business expense allowance in the amount of fifty dollars (\$50.00) per month to cover incidental expenses incurred in the performance of their duties.

8.10 Unit 00 Employee Recognition-Retention Payment

Unit 00 Unrepresented Extra-Help Employees - Payable by the last pay check in February 2023, in an effort to retain employees and recognize the work performed by unrepresented extra-help employees, the County shall provide a one-time bonus in the amount of one thousand five hundred dollars (\$1,500) (pro-rated based on the employee's full-time equivalence over the past twelve (12) months with the look-back period of September 2021 through September 2022). To qualify for this bonus, the unrepresented extra-help employee must have been employed as of September 4, 2022 and be employed with the County at the time when the payment is made.

9. VACATION

- A. Every employee in a regular or limited-term position shall receive vacation benefit for each pay period of continuous service according to the following schedule:

Continuous Service	Period of Continuous Service	Vacation Accrual
0 through 78 pay periods	3.08 hours	160 hours
79 through 260 pay periods	4.62 hours	240 hours
Over 260 pay periods	6.16 hours	320 hours

Vacation accrual shall date from the first of the pay period following the pay period in which the employee commenced such continuous service. If such commencement date was the first working day of the pay period, vacation accrual shall start from such commencement date. Vacation accrual is credited at the end of each pay period and may be taken in the following pay period.

- B. Every employee in a regular part-time or limited-term position shall receive vacation benefits and maximum earnable vacation accrual in the same ratio to the vacation benefits received by an employee in a regular full-time or limited-term position with like pay periods of consecutive service, as the number of hours in the part-time work schedule is to the numbers of hours in the full-time work schedule.
- C. Vacation time taken shall not be counted as time worked for purposes of overtime computation.
- D. Absence without pay for more than sixteen (16) working hours in a pay period shall cause the pay period's service not to be counted toward earning vacation credit.
- E. Employees who are terminating their employment for reasons other than paid County retirement shall not use vacation or comp time as their termination date (e.g., requesting vacation or comp time to begin 3-7 and the actual termination date to be 3-13, etc.).
- F. Employees with a probationary period do not become eligible to take their earned vacation until they have completed thirteen (13) pay periods of continuous service and, thereafter, employees then become eligible to take vacation as it is earned. Employees without a probationary period and remain in an at-will status are eligible to take their earned vacation as it is earned. Once an employee becomes eligible to take earned vacation, the employee may use this vacation as an extension of sick leave when the sick leave balance is exhausted.
- G. Notwithstanding any other provision of this resolution, department heads, assistant department heads, and other employees in positions assigned to the Executive Management Group, employed full time in a full time regular position, shall receive vacation benefits of 6.16 hours per pay period of continuous service to a maximum accrual of 440 hours. Persons employed on a less than full time basis shall receive vacation benefits on a pro rata basis, proportional to their authorized hours, to a maximum accrual of 440 hours. Elected officials are not subject to this provision.
- H. Newly hired employees in the Senior Management Group employed full time in a regular or limited term position, shall receive vacation benefits according to the following schedule:

<u>Pay Periods</u>	<u>Per Pay Period of Continuous Service</u>	<u>Maximum Earnable Vacation Accrual</u>
0 through 78 pay periods	4.62 hours	280 hours
79 through 260 pay periods	4.62 hours	360 hours
Over 260 pay periods	6.16 hours	440 hours

Persons employed on a less than full time basis shall receive vacation benefits on a pro rata basis, proportional to their authorized hours.

- I. Each department head shall be responsible for scheduling the vacations of their employees in such a manner as to achieve the most efficient functioning of the department and of the County service. No person shall be permitted to work for compensation for the County in any capacity during the time of the employee's paid vacation from County service.
- J. Any person separating from County service who has not taken their earned vacation, if any, shall receive the hourly equivalent of the employee's salary for each hour of earned vacation, up to the end of the last full pay period worked, based on the pay rate in effect for each person on the last day actually worked. Such payment shall be to the nearest one tenth of an hour. Employees terminating from County service prior to becoming eligible to take earned vacation shall be paid for earned (accrued) vacation. For purposes of this Section, sick leave and compensatory time off with pay shall be counted as days worked. When separation is caused by death of an employee, payment shall be made to the estate of such employee, or in applicable cases, as provided by Section 630 of the Probate Code.
- K. With Department Head approval and authorization by the Director of Human Resources, a person who has separated service from the County and who was receiving pay in lieu of unused vacation may be re-employed by the County of Solano.
- L. Regular County employees appointed to fill an unexpired term of an elected County official or elected to office while holding a regular County position shall have their unused accrued vacation paid off at the hourly rate of their regular County position held immediately prior to their appointment to the elected position. An elected County official may defer receipt of their unused accrued vacation payout until their current term of office ends; provided, the elected County official was in their position as of the date this amendment became effective [12-06-2016].
- M. Prior to the beginning of each calendar year, an employee wishing to cash out up to eighty (80) hours of vacation accruals, may make such a request between November 1st and by no later than December 20th of the preceding year. This election shall be irrevocable. Payment will be made before December 31st of the next calendar year. Approval of such a request will be conditional upon:
 - 1. The requirement for the employee to have accrued the requested number of hours to be cashed out; and
 - 2. The requirement that the employee has taken at least eighty (80) hours of vacation during the calendar year in which the irrevocable election is made.

10. SICK LEAVE

- A.** Every employee holding a regular or limited-term full-time position shall accrue 3.70 working hours sick leave with pay for each full pay period of service or a pro-rata amount for a partial pay period of service.-It shall be computed to the nearest hundredth of an hour. Sick leave accrual is credited at the end of each pay period and may be taken in the following pay period.
- B.** Every employee holding a regular or limited-term part-time position shall accrue sick leave with pay in proportion to the relationship their basic workweek bears to forty (40) hours. No such employee shall earn sick leave credit during a pay period in which the employee is absent without pay more than fifteen (15) percent of the regularly scheduled working hours for the position.
- C.** With the exception of a CalPERS retired annuitant¹, Extra Help employees who are not represented under a collective bargaining agreement shall accrue sick leave at the rate of 0.034 (three one-hundredths and four one-thousandths) for every full hour worked, and a pro-rata amount for each partial hour worked.
- D.** An employee who enters the service of Solano County in a regular or limited-term position shall begin earning sick leave dating from the first of the pay period following the pay period in which the employee commenced such continuous service, unless such commencement date was the first working day of a pay period, in which case, the first day of sick leave accrual shall date from the first of the pay period in which the service began.
- E.** Not more than eighty (80) hours of sick leave annually may be granted to an employee for absence due to the care or attendance of ill or injured members of their immediate family. Not more than one hundred twenty (120) hours of sick leave annually may be granted to an employee in the Executive Management Group or the Senior Management Group for absence due to the care or attendance of ill or injured members of their immediate family.
- F.** Sick leave shall not be used in lieu of vacation, but vacation or compensatory time off may be used in lieu of sick leave, after accrued sick leave has been exhausted. Sick leave taken shall not be counted as time worked for purposes of overtime computation.
- G.** Elected County Officials shall not themselves be subject to the limitations of **Section 10, Sick Leave** however, regular County employees who are appointed to fill an unexpired term of an elected County official or elected to office while holding a regular County position shall have their unused accrued sick leave paid off at the hourly rate of their regular County position held immediately prior to taking the elected position. An elected County official may defer receipt of their unused accrued sick leave payout until the employee separates from the County; provided, the elected County official was in their position as of the date this amendment became effective.
- H.** Termination of an employee's continuous service, except by reason of temporary layoff for lack of work or funds, shall cancel all sick leave accrued to the time of such termination, regardless of whether or not such person subsequently re-enters the County service. No payment shall be made to any employee for unused sick leave accumulated to their credit at the time of

¹ Under Labor Code section 245.5(a)(5), a CalPERS retired annuitant shall not accrue sick leave unless that individual reinstates to active employment status (and temporarily discontinues receipt of retiree benefits).

termination of employment, except for reasons of regular or disability retirement, death, release from County employment as a result of a permanent reduction in the number of authorized regular help positions, or taking office as an elected County official. Employees terminating employment because of regular or disability retirement, death, release from County employment as a result of a permanent reduction in the number of authorized regular help positions, or to take office as an elected County official and the limitations provided in **paragraph H** (above), shall be paid for accumulated unused sick leave in the following manner:

Convert all to the Retirement Health Savings Account to pay for retiree medical in accordance with County policy.

The date of termination of employment shall be considered as the date certified by the Department head as the last day worked, or the last day in an authorized leave without pay status, and shall not include the equivalent time involved in any overtime or vacation payoff made at the time of termination.

- I. An employee who is rehired into a regular or limited term position within one year from their date of employment separation shall, upon rehire, have their previously accrued and unused sick leave added back to their sick leave accrued leave balance. For the purposes of this paragraph, the term “unused sick leave” means those sick leave hours which were accrued and not used in any fashion (e.g., hours used, paid out or converted as provided elsewhere within this chapter).

- J. For the purposes of this Section, a member of the immediate family is construed to mean the employee’s:
 - Grandparent
 - Parent (biological, adopted, foster, step, legal guardian, or person who stood in loco parentis when the employee was a minor child)
 - Spouse
 - Registered domestic partner
 - Person assuming the role of the employee’s spouse (two persons regardless of their gender who satisfy the following conditions and intend to do so indefinitely: a) the two parties reside together and intend to reside together indefinitely and share the common necessities of life; b) the two parties are not married, eighteen years or older, not related by blood closer than would bar marriage in the State of California, and mentally competent to consent to contract; and c) not married or in a domestic partnership with someone else)
 - Child (biological, adopted, foster, step, legal ward, or a child to whom the employee stands in loco parentis, regardless of the child’s age or dependency status)
 - Sibling
 - Grandchild

- K. Hospitalization of a member of the immediate family is a valid reason for sick leave under the following conditions:
 - 1. A day's absence may be authorized for the employee to be at the hospital on the day of an operation, on the day of a birth of his child or in the event of a critical illness of a

member of the immediate family. Absences for these reasons for more than one day may be authorized on sick leave only if a doctor provides a written statement that the employee's presence, away from work, is required.

- L. The Auditor-Controller shall maintain sick leave records of all personnel.

11. LEAVE CONTRIBUTION PROGRAM

The Leave Contribution Program assists employees who have exhausted accrued leave time due to a serious or catastrophic illness or injury or other circumstances. The Program allows other employees to donate time to the affected employee so that the employee can remain in a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury, condition or circumstance.

11.1 Eligibility for Leave Contribution Program

To be eligible for this benefit, the receiving employee must: 1) Be a regular full time or regular part time employee who has passed their initial County probationary period, 2) Have exhausted all accumulated leave including, vacation, sick leave (unless the leave involves the care of another and the six days of family sick leave have been used or involves other circumstances), administrative leave and/or compensatory time off, 3) Be unable to return to work for at least 30 days, and 4) Have applied and received approval for a Leave of Absence Without Pay.

11.2 Benefits of the Leave Contribution Program

Accrued vacation, compensatory time off (CTO), and/or Administrative Leave hours donated by other employees will be converted to sick leave and credited to the receiving employee's sick leave time balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee. For as long as the receiving employee remains in a paid status, seniority, and all other benefits will continue, with the exception of sick leave and vacation accrual. The total leave credits received by an employee will not normally exceed three months. However, if approved by the department head and the Director of Human Resources, the total leave credits may be extended on a case by case basis.

If the leave is for reasons other than the employee's own illness or injury, the donated leave will be converted to vacation and credited to the employee's vacation accrual on an hour-for-hour basis.

While an employee is on leave using donated leave hours, no vacation or sick leave hours will accrue.

11.3 Guidelines for Donation of Leave Credits to the Leave Contribution Program

- A. Accrued vacation and compensatory time off, and/or Administrative Leave hours may be donated by any regular or regular part time employee who has completed their initial County probationary period.
- B. Time donated will be converted from vacation, CTO, or Administrative Leave hours to sick leave hours and credited to the receiving employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee. For employees who are using leave, for circumstances other than their own injury or illness, the donated hours will be converted to vacation.

- C. The total amount of time donated to one employee by another employee shall not exceed forty (40) hours. The total leave credits received by the employee shall not normally exceed three months; however, if approved by the Department head, the Director of Human Resources may approve an extension to six months total time.
- D. Initial leave time donations must be a minimum of eight (8) hours and thereafter, in four hour increments. An employee cannot donate leave hours which would reduce their vacation balance to less than 40 hours.
- E. The use of donated leave hours will be in consecutive one shift increments (i.e., 8 hours for a full time employee working five eight hour days/week).
- F. Under all circumstances, time donations made by the employee are forfeited once made. In the event that the receiving employee does not use all transferred leave for the catastrophic illness/injury, any balance will remain with that employee until that employee's separation from County service.
- G. Payment for unused sick leave at the time of termination of employment shall be in accordance with **Section 10, Sick Leave, paragraph J.**
- H. In accordance with Internal Revenue Service Ruling 90-29, leave transferred for medical reasons will not be considered wages for the employee who surrenders the leave and will therefore not be included in gross income or subject to withholding. An employee who donates leave incurs no deductible expense or loss either upon the donation or use by the recipient.

12. BEREAVEMENT LEAVE

Employees shall be entitled to a bereavement leave, not chargeable to vacation or sick leave, in the event of the death of one of the following members of the employee's family:

- natural, step, adoptive parents and grandparents of the employee;
- a person acting in loco parentis for the employee;
- natural, step, adopted children and grandchildren of the employee;
- natural, step, adopted brothers and sisters of the employee;
- present spouse of the employee;
- a person assuming the role of the employee's spouse;
- ex-spouse who is a natural parent of a minor child in the custody of the employee;
- natural parents and grandparents of the employee's spouse;
- grandchildren of the employee's spouse;
- natural brothers and sisters of the employee's spouse;
- present spouses of the employee's natural and adopted brothers and sisters;
- son-in-law and daughter-in-law of the employee.

A female employee who has a miscarriage or who gives birth to a stillborn child shall be eligible for bereavement leave. This provision shall be applicable only to the employee having the miscarriage and not for any other family members.

Such leave shall be a maximum of forty (40) hours within ten (10) consecutive calendar days, whether services are within the State or outside the State of California. Leave benefits will be prorated for part-time employees based upon the number of hours worked (for example, a half-time employee has a maximum of twenty (20) hours). Employees desiring more time off under these circumstances may request vacation or other appropriate leaves which may or may not be granted at the sole discretion of the department head. The department head may require an affected employee to submit proof of qualifying relationship in order to be eligible for bereavement leave.

13. OTHER LEAVES

13.1 Maternity Leave

Sick leave may be used during pregnancy when the employee's physician has certified that, due to her pregnancy, she is no longer able to perform the duties of her position. Sick leave may be used after the birth of the baby if the employee's physician certifies that the employee is not yet able to perform the duties of her position. Employees who have been cleared to return to work by their physicians after pregnancy, but who wish to delay their return to work may request use of vacation, comp time or a leave without pay following normal departmental procedures. However, sick leave is only available if there is a medical reason for the employee's continued absence from work.

13.2 Family and Medical Leave

- A.** In accordance with the Family Rights Act of 1991, a permanent full-time or permanent part-time employee who has been continuously employed by the County for one year may take up to a total of four (4) months in a 24-month period as an unpaid leave of absence for the purpose of caring for members of the employee's immediate family. The request for Family Leave shall be made in writing and is subject to the approval of the department head.
- B.** Immediate family is defined as a dependent child (including a foster child), spouse or parent of the employee. Family Leave may be used for the birth or adoption of a child, to care for a child with a serious illness or to care for a spouse or parent with a serious health condition. The County may require that a request for a Family Leave be supported by a certification issued by a health care provider or by proof of adoption.
- C.** In the case of a birth or adoption of a child or in the case of the need to care for a seriously ill child, if both parents are employed by the County, both parents may not take Family Leave at the same time without the expressed consent of the employees' department heads. In addition, the leave taken by both parents shall not total more than four (4) months in a twenty-four month period.
- D.** A female employee who wishes to use Family Leave in conjunction with the birth of a child may use one month of Family Leave in addition to the period of time the employee is considered disabled on account of pregnancy, childbirth, or related medical conditions, or four (4) months, whichever is greater, unless the employee and the department head agree otherwise.

- E. If the employee's need for a leave is foreseeable, the employee shall provide their department head with reasonable advance notice. A request for Family Leave may be denied if granting such a leave would present an undue hardship to the operation of the department.
- F. Upon returning from Family Leave, the employee will be employed in the same or a comparable position that has the same or similar duties and pay, which can be performed at the same or similar geographic location as the position held prior to the leave.

13.3 Jury Duty

- A. Any regular or limited term employee ordered to appear as a witness in court other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee shall be entitled to their regular County pay provided the employee deposits fees received for such services, exclusive of mileage, with the County Treasurer within thirty (30) calendar days after their excused absence for such duty. Requests for Jury Duty leave should be made by presenting the official court summons to the employee's immediate supervisor as soon as possible after receipt. Jury Duty is not considered as time worked for purposes of overtime compensation.
- B. Employees assigned to day shift, and who are released from jury duty, must return to work if there is at least one (1) hour of work time remaining in the work shift, exclusive of travel time.
- C. An employee assigned to swing shift shall not be required to be on jury duty and at work a combined total of more than twelve (12) hours. An employee assigned to grave shift is not required to report to work the day before he or she was committed for jury duty or served on a jury past 12:00 noon.
- D. Verification of time of release from jury duty is required.

13.4 Time Off for Blood Donation

Employees will be allowed to take the last two (2) hours of their workshift off without loss of pay and allowances for the purpose of donating blood. The employee will be required to provide proof that the employee did in fact donate blood during this time. This provision shall not be exercised more frequently than once in any three (3) month period. Time provided under this provision shall not be cumulative and advance approval for each donation period shall be obtained from the appropriate department supervisor.

13.5 Time Off for Promotional Examinations

All persons in the classified service shall be entitled to necessary time off with pay for the purpose of taking promotional examinations for the County. This shall include resulting hiring interviews for which they may be eligible.

13.6 Military Leave of Absence

- A. A request for military leave of absence shall be made upon forms prescribed by the Director, shall include a copy of the employee's military orders, and shall include the date such military leave is to begin and the probable date of return. All employees shall be entitled to military leave of absence and compensation as provided in the California Military and Veterans' Code Section 395, et. seq., and California Government Code Section 20892.5, 20892 and Title 38 USCS 2021, et. seq. to the greater of either said law/code or one hundred ninety (190) hours per fiscal year.

1. In addition to the benefits provided pursuant to Section 395 of the California Military and Veterans' Code, any permanent employee of the County of Solano who qualifies for the benefits described in Section 395 of the California Military and Veterans' Code and who, as a member of the California National Guard or a United States Military Reserve organization, is called to active duty shall have their benefits extended as follows:

For a period not to exceed sixty (60) days following the date on which all paid military leave ceases, the County will continue to contribute the County's share of monthly premiums for health, dental and vision insurance for the employee and dependents for the plans the employee was enrolled in at the time he/she was activated. In order for this to occur, the employee is responsible for submitting payment to the County for the employee's share of the monthly premium.

The level of benefits may change due to labor agreements or resolutions adopted by the Board of Supervisors. In addition, the employee shall not be eligible to receive or participate in certain life, disability, health, medical, dental and/or vision insurance benefits which are limited because of contract language in the various contracts of insurance maintained by the County.

This section does not apply to employees ordered to active or temporary military duty for purposes of military training encampment, naval cruises, special exercises or like activity for which the employee is entitled to temporary leave of absence pursuant to Section 395.01.

2. An eligible employee on active military leave on or after November 19, 2019 may opt into this program for the entirety of current active military leave, subject to the Maximum Duration of Time limitation.

- a) Military Leave

All employees shall be entitled to military leave of absence and compensation as provided in California Military and Veterans Code Section 395-395.02 to the greater of either said law/code or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave (excludes Inactive Duty such as weekend drills) per fiscal year for each hour in which the employee was otherwise scheduled to work.

Employees on Active Duty exceeding one hundred ninety (190) hours may receive "Supplemental Military Pay" up to the "Maximum Duration of Time," as defined in this Section. Supplemental Military Pay for time past 190 hours can be used for only one deployment under this Section. The eligible employee must elect to receive Supplemental Military Pay. There is not a defined deadline for the employee to elect into this supplemental military pay.

b) Eligibility

To be eligible for this benefit, the employee must have been employed by Solano County for a period of not less than one year immediately prior to the date upon which his/her military leave of absence begins. In determining the one-year of public agency service, all recognized military service is considered as public agency service.

c) Compensation

Any eligible employee who is on military leave of absence, shall be entitled to compensation as provided in California Military and Veterans Code Section 395-395.02 to the greater of said law/code or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave (excludes Inactive Duty such as weekend drills) per fiscal year for each hour in which the employee was otherwise scheduled to work.

Following exhaustion during the fiscal year of the greater of Military and Veterans Code Section 395-395.02 compensation or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave, the eligible employee may receive "Supplemental Military Pay."

"Supplemental Military Pay" is defined as the difference in the employee's (Higher Paid) base County salary and the employee's (Lower Paid) base military salary. The employee's base County salary shall be identified by referring to the County's "Listing of Classes and Salaries" in effect on the first day of active military leave, and no incentive pays such as POST Pay, bilingual differential, or similar factors shall be considered. This calculation is made as of the first day of the employee's active military leave for that particular deployment and shall not be adjusted during the deployment.² The employee must furnish to his/her department a copy of his/her military pay (e.g., through a military pay stub which documents the base pay rate) within thirty (30) calendar days of his/her deployment.

Supplemental Military Pay is earnings and subject to payroll taxes (e.g., Medicare, Social Security, income taxes), recognized employee association/union dues, deferred compensation contributions, garnishments, and all other deductions in effect on the calendar day immediately prior the start of Supplemental Military Pay with the exception of CalPERS retirement (see Benefits).

At the beginning of the next fiscal year, the eligible employee will again receive the greater of California Military and Veterans Code Section 395-395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave.

² For example, a general wage increase which occurs during the deployment shall not cause a recalculation of the difference in pay.

The "Maximum Duration of Time" for Supplemental Military Leave is defined as eighteen (18) months³ less those periods of the greater of California Military and Veterans Code Section 395-395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave.⁴ The 18 month period continues to run during times when an employee is not receiving Supplemental Military Pay but is instead receiving the greater of California Military and Veterans Code Section 395-395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave.

An employee not receiving pay under the greater of Military and Veterans Code Section 395-395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Pay, or the Supplemental Military Pay may use his/her eligible accrued leaves (e.g., vacation, compensatory time off, administrative leave, attorney time off) (sick leave is not an eligible leave).

c) Benefits

During periods of pay during the greater of Military and Veterans Code Section 395-395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave, the employee's benefits which were active on the prior calendar day shall continue (with the County and employee continuing to pay their own respective share of said continued benefits).

During periods of Supplemental Military Pay, health insurance coverage will continue, with both the County and the employee contributing their own respective shares. During periods of Supplemental Military Pay employees are not eligible to receive cafeteria plan "waive money" or "cash back." The employee may elect to continue other benefits which are subject to COBRA provisions by enrolling in said benefits during the COBRA election/enrollment period.

³ As an example, if an employee's military orders state that the employee will be deployed for eleven (11) months, then the Maximum Duration of Time is eleven (11) months. Or, as an example, an employee's military orders state that the employee will be deployed for twenty (20) months, then the Maximum Duration of Time is eighteen (18) months.

⁴ Example A: Employee begins Active Duty military leave on July 1, 2020 and receives the greater of M&VC395-395.02/190 hours, begins Supplemental Military Pay on approximately August 1, 2020 for approximately 11 months, receives M&VC395-395.02/190 hours again on July 1, 2021, continues Supplemental Military Pay on approximately August 1, 2021 and the Supplemental Military Pay stops on approximately January 31, 2022 as the total of M&VC395-395.02/190 hours + Supplemental Military Pay + M&VC395-395.02/190 hours + Supplemental Military Pay equals 18 months.

Example B: Employee begins Active Duty military leave on April 1, 2020 and receives the greater of M&VC395-395.02/190 hours, begins Supplemental Military Pay on approximately May 1, 2020 for approximately 2 months, receives Active Duty military leave on July 1, 2020 and receives the greater of M&VC395-395.02/190 hours, begins Supplemental Military Pay on approximately August 1, 2020 for approximately 11 months, receives M&VC395-395.02/190 hours again on July 1, 2021, continues Supplemental Military Pay on approximately August 1, 2021 and the Supplemental Military Pay stops on approximately November 30, 2021 as the total of M&VC395-395.02/190 hours + Supplemental Military Pay + M&VC395-395.02/190 hours + Supplemental Military Pay + M&VC395-395.02/190 hours + Supplemental Military Pay equals 18 months.

During periods of pay of Supplemental Military Pay, the employee shall not receive County paid holidays, and not receive accrued time off (such as vacation, sick leave, administrative leave, attorney time off, nor any accruals).

Unless otherwise directed by CalPERS law or regulation, during periods of Supplemental Military Pay, the employee does not receive CalPERS service credit and neither the County nor the employee pay into the CalPERS retirement system.

d) Other

A probationary employee or a promotional probationary employee on military leave shall be required to complete the balance of his/her probationary period upon his/her return to work. An eligible employee who is receiving pay under this program shall continue to receive service credit for the purposes of determining duration of County service. An eligible employee who is receiving pay not under this program but rather through the use of his/her accrued leaves shall receive service credit for the purposes of determining duration of County service. An employee who is not receiving pay does not receive service credit for the purpose of determining duration of County service.

- B.** An employee who resigns in order to enter active duty military service shall have the right to return to County employment after the termination of his/her active military service as provided by Section 395.3 of the California Military and Veterans' Code and Title 38 USCS 2021, et., seq. (Veterans' Reemployment Right).

13.7 Leave of Absence Without Pay

- A.** A leave of absence may be granted only to an employee having a satisfactory record, and only upon the exhaustion of all other appropriate leave balances. Department heads may authorize a leave of absence without pay for a regular, limited term, or probationary employee for a period of time not to exceed thirty (30) calendar days. Successive leaves may not be granted by department heads. The department head shall immediately notify the Director of Human Resources by the use of forms prescribed by the Director of Human Resources and shall state specifically the reason for the request, the date when it is desired to begin and the probable date of return.
- B.** A leave of absence request shall normally be initiated by the employee, but may be initiated by the employee's department head. The department head shall indicate on the request form their recommendation as to whether the request should be granted, modified or denied and shall promptly transmit the request to the Director of Human Resources.
- C.** A leave of absence without pay either approved by the department head or approved by the department head and the Director of Human Resources, shall be transmitted by the Director of Human Resources to the Auditor-Controller for appropriate action.
- D.** A leave of absence without pay may be for a period not to exceed one (1) year. Such leave may be extended for an additional year provided the request for the extension, processed as the

original request, is made at least ten (10) days prior to the end of the original leave. The Director of Human Resources shall be promptly notified at the return of any employee from a leave of absence without pay.

- E.** Neither leave accruals nor benefits shall accrue while an employee is on leave of absence without pay, except as required under the Federal Family and Medical Leave Act.
- F.** Immediately prior to or at the time of return from leave of absence to active duty the employee may be required by their department head to submit a statement from their physician certifying as to their physical and/or mental ability to resume the duties of the employee's position.
- G.** Whenever an employee has been granted a leave without pay and desires to return before expiration of such leave, the department head may require that reasonable notice not in excess of fifteen (15) calendar days be given.
- H.** A leave of absence may be revoked by the Director of Human Resources upon evidence submitted by the department head that the cause for granting leave was misrepresented or has ceased to exist.
- I.** Failure to return at the expiration of a leave of absence or being absent without leave shall be considered an automatic resignation. Such a resignation may be rescinded by the department head if the employee presents satisfactory reasons for their absence within three (3) days of the date their automatic resignation became effective.
- J.** A leave of absence without pay may be granted for any of the following reasons:
 - 1.** Illness or disability
 - 2.** Pregnancy
 - 3.** To take a course of study which will increase the employee's usefulness on return to their position.
 - 4.** For other reasons acceptable to the department head and/or the Director of Human Resources.
 - 5.** Illness of a family member or other qualifying criteria under the Federal Family and Medical Leave Act.

14. HOLIDAYS

- A.** Only regular, probationary, limited-term and part time intermittent employees are eligible for paid holidays.
- B.** A new employee whose first working day is the day after a paid holiday, shall not be paid for that holiday.

- C. Employees terminating employment for reasons other than County retirement and whose last day as a paid employee is the day before a holiday shall not be paid for that holiday.
- D. Employees terminating employment for reasons other than County retirement may not use vacation leave, sick leave or comp time on the day after a holiday if the last working day is before the holiday. A holiday or floating holiday shall not be used as the date of termination (e.g., January 1st) in order to be paid for that day.
- E. Employees on a leave of absence without pay for both the regularly scheduled working day before a holiday and the regularly scheduled working day after a holiday shall not be paid for that holiday.
- F. Part-time employees are eligible for paid holidays on a pro-rata basis as hours worked relates to forty (40) hours.
- G. Holidays Worked

Any employee who is required to work on a fixed paid holiday, which is part of their regular workweek shall be entitled to compensatory time off for the time actually worked. A full-time employee whose regularly scheduled day off falls on a paid holiday shall be entitled to eight (8) hours of compensatory time off. Such compensatory time off shall be scheduled at the discretion of the department head within one year from the day of the holiday. Time off on recognized fixed County holidays shall be counted as time worked for purposes of overtime calculation.

- H. When a paid holiday falls on a Saturday, the preceding Friday is a paid holiday. When a paid holiday falls on a Sunday, the Monday following is a paid holiday.
- I. Holidays

1. Fixed Paid Holidays Include:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3 rd Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	3 rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Indigenous Peoples' Day	2 nd Monday in October
Veterans' Day	November 11
Thanksgiving	4 th Thursday in November
Day following Thanksgiving	
December 24 th Christmas Eve Day (beginning at 1:00 p.m.)	
Christmas	December 25
December 31 st New Year's Eve (beginning at 1:00 p.m.)	

In accordance with County Code Section 2-01, the County's normal business hours are 8:00 a.m. to 5:00 p.m. As the normal workday is eight (8) hours and normal meal period is one (1) hour, the County's anticipated meal period is from 12:00 noon to 1:00 p.m.,

which is unpaid. On these dates, employees who are scheduled to work shall receive and shall use four (4) hours of holiday pay and shall work the balance of their regularly scheduled work shift.

2. Other Paid Holidays:

- a. One (1) paid floating holiday in each calendar year. The timing of an employee's use of the floating holiday shall be subject to advance approval of the Department Head or designee.
- b. Effective January 1, 2019, and for regular and limited term confidential employees who have retained their Civil Service status, one (1) paid holiday in each calendar year. The timing of an employee's use of the floating holiday shall be subject to advance approval of the Department Head or designee.

Effective January 1, 2023, for regular and limited term Executive management, Legislative management and senior management, one (1) paid holiday in each calendar year. The timing of an employee's use of the floating holiday shall be subject to advance approval of the Department Head or their designee.

- c. Special or limited holidays appointed by the President or Governor.
- d. Such other days in lieu of holidays as the Board of Supervisors may determine.

3. County Recognized (Unpaid) Holiday

Juneteenth June 19

The County's business hours will not change on County recognized holiday(s). Employees who wish to take time off to observe this holiday may request the day off, using their accrual vacation leave or floating holiday to observe the holiday. Time off request shall follow Countywide and/or departmental time off request procedure/policy.

15. PROBATIONARY PERIOD

15.1 Probationary Period

The following provisions apply only to those employees designated as members of the Classified Service or Undesignated Employees upon which "for cause" status has been conferred by the Board of Supervisors, or by state or federal law. Employees in positions designated as at-will do not serve a probationary period and do not have any right to retreat to a former or vacant position.

- A. New or re-employed employees in full-time regular positions except as otherwise specified in applicable Memoranda of Understanding, shall serve a probationary period of thirteen (13) full pay periods from the date of appointment ending with the last day of the thirteenth (13th) full pay period.

- B.** All full-time employees who transfer from one department to another shall serve a probationary period of thirteen (13) full pay periods.
- C.** All full-time employees who are promoted shall serve a probationary period of thirteen (13) full pay periods from the date of promotion ending with the last day of the thirteenth (13th) pay period unless the probationary period for the new classification is longer.
- D.** All part-time employees shall serve a probationary period beyond thirteen (13) pay periods in proportion to the relationship their regular workweek is to forty (40) hours.
- E.** Any leave-of-absence with or without pay, military leave-of-absence or jury duty exceeding seven (7) calendar days shall cause the employee's probation period to be extended by an amount equal to the number of pay periods during which the employee was on the leave-of-absence with or without pay, military leave or jury duty.
- F.** There shall be an evaluation of each employee's job performance seven (7) pay periods from the date of appointment to a regular or limited-term position and before any merit increase or every twenty-six (26) pay periods after reaching the top step of the salary range for the class in which they are employed.
- G.** The probationary period may be extended by mutual agreement between the probationer, appointing authority, and the Director of Human Resources; provided; however, that the probationary period may not exceed twenty-six (26) pay periods of active duty. Employees whose probationary period is extended shall be evaluated at ninety (90) day intervals until the conclusion of the extended probationary period.
- H.** New and re-employed employees who have not completed their initial probationary period are eligible for Promotion. They are not eligible to transfer from one department to another unless the allocated position occupied by that employee is transferred to another department.
- I.** Rejection of Probation
 - 1.** A probationary employee may be separated from the service at any time during the probationary period without right of appeal or hearing unless the employee alleges that such separation was based upon discrimination. In such cases, the appeal and hearing shall be processed in accordance with the Non-Discrimination Section 1.031 of the Civil Service Rules.
 - 2.** Notwithstanding any other provisions of this Section, an employee who has completed the probationary period following initial appointment, but fails to complete the probationary period for a position to which the employee has been promoted or transferred shall have the right of appeal in accordance with Section IX of the Civil Service Rules.

15.2 Rejection of Employee During the Probationary Period

- A.** Notwithstanding any other provisions of this Section, an employee who has completed their initial County probationary period and is rejected during the probationary period from a position to which the employee had been promoted or transferred may be restored to their former position.

Such restoration is not mandatory but is optional at the discretion of the department head, and subject to the limits of available authorized positions.

- B.** An employee who (1) has completed an initial County probationary period and obtained permanent status; (2) is promoted from one class to another, both of which are in the same department and subject to these provisions; and (3) fails the promotional probationary period, shall be restored to the classification held immediately prior to promotion, if a position in that class is vacant. Such restoration includes restoration of the employee's former salary, merit increase eligibility date, and all other benefits to which the employee would have been entitled if the promotion had not occurred.
- C.** If an employee cannot be restored to the former class,
 - 1.** The employee may be appointed by the department head to any other vacant position in any class provided:
 - a.** the position is in the current department;
 - b.** the class is subject to these provisions;
 - c.** the employee meets the minimum qualifications for the class;
 - d.** the salary range for the class does not exceed the salary of the class held immediately prior to promotion;
 - e.** the Director of Human Resources concurs with the appointment.
 - 2.** The employee will serve a new probationary period.
 - 3.** The employee's name will be placed on the current or continuous eligible list for that classification held immediately prior to promotion. The employee's name will be certified along with the regular number of applicants to vacancies in the class until the employee is selected or the eligible list is abolished.

16. RESERVED

17. FURLOUGHS

17.1 Closure of County Facilities to Achieve Cost Reductions

- A.** The Board of Supervisors shall have the right to close County facilities and or cease County operations regardless of funding source, for up to twelve (12) workdays per fiscal year (July 1 to June 30). The twelve (12) days will be determined at the sole discretion of the County. If the County, in its sole discretion, decides to invoke this authority, it will notify impacted employees of this decision and the dates of the operations/facility closures.

- B. The purpose of the facilities/operations closure is to reduce the need for layoffs and to establish a schedule for the uniform closure or ceasing of certain County Facilities and/or operations.
- C. The closure shall not apply to twenty-four-hour institutions and operations designated by the County Administrator to be twenty-four-hour operations, specified law enforcement functions, or other public services that normally operate on legal holidays. Services that do not normally function on legal holidays will be closed unless otherwise authorized by the Board of Supervisors or the County Administrator.
- D. The County's projection of revenue and expenditures, and the County's exercise of the discretion to implement furloughs, shall not be subject to the grievance provisions of this Personnel and Salary Resolution.

17.2 Employees' Pay Reductions/Accrual of Deferred Hours

- A. This provision applies to all employees except those employees who are exempt from deferred hours as specified in **Section 17.3**.
- B. The reduction in pay shall be prorated over up to twenty-four (24) pay periods, two (2) pay periods for each day facilities/operations are closed. At the discretion of the County Administrator, but no earlier than the first pay period of the fiscal year, and for each pay period thereafter, four (4) hours pay shall be deferred. Employees shall be paid for seventy-six (76) hours although they work eighty (80) hours. Part-time employees shall receive prorated hours deferred and prorated salary reduction.
- C. On days County facilities/operations are closed in accordance with this provision, employees will utilize deferred hours to maintain their level of pay. If employees do not have sufficient deferred hours, they will be allowed to use vacation, CTO, or other appropriate leave accruals to maintain their level of pay. If no accruals are available for use, employees will use leave without pay to cover all or a portion of the furlough day.

17.3 Employees Exempt from Pay Reductions/Deferred Hours

The Board of Supervisors authorizes the County Administrator to determine which positions within these 24 hour facilities/units cannot be subject to furlough leave due to the need to provide services that are necessary to the protection of public health, safety and welfare.

17.4 Paid if Required to Work

- A. Employees who are subject to this provision but are required to work on days County facilities/operations are closed pursuant to this provision shall be paid for such work time at their normal hourly rate unless they are entitled to overtime pay. Their deferred time shall be taken on another day as determined by the appointing authority.
- B. Exempt employees (exempt from overtime requirements of the Fair Labor Standards Act (FLSA)) temporarily lose their exempt status during the pay period any furlough leave is taken. This means that during the pay period the furlough leave is taken, the employee will be treated as an hourly employee and is eligible for overtime compensation for any overtime hours authorized and worked in that pay period. Any overtime hours worked will be subject to the provisions of **Section 20.2, Overtime, paragraph C, Overtime Payment**.

17.5 Furlough Days on Scheduled Day Off

Employees whose normal day off falls on a furlough day will not be paid for that day. Their deferred time shall be taken on another day as determined by the appointing authority.

17.6 Impact of Furlough on Benefits

There will be no reductions in County contributions to employee group insurance nor leave accruals during pay periods of facility/operations closure. Income tax and social security will be based on actual pay.

17.7 Impact of Furlough on Holidays

If a day of facilities/operations closure is on a Friday preceding a Saturday holiday, employees will receive up to eight (8) holiday CTO hours which may be taken on another day.

17.8 Treatment of Deferred Hours at the End of the Fiscal Year

Employees who have an accrued balance of deferred hours at the end of the fiscal year may take such time during the next fiscal year.

17.9 Terminating Employees

Employees who terminate employment will be paid for any accrued deferred hours at their normal rate of pay.

17.10 Effects of Furlough

Effects of this provision on pay, benefits integration, modified workweeks, time bases and other terms and conditions of employment are listed on **Appendix D** for described situations. **Appendix D** is incorporated herein as an expressed term of this article.

18. DISCIPLINARY ACTION

- A. Employees who are designated as “at-will” serve at the pleasure of the Appointing Authority and may be terminated at any time by the Appointing Authority.
- B. Board Administrative Assistants serve at the will of the individual member of the Board of Supervisors who appointed them.
- C. Employees who occupy positions designated as federally funded and subject to a merit system shall be subject to disciplinary action according to the approved merit system.
- D. Undesignated Employees for whom another process is not provided pursuant to a collective bargaining agreement and who are designated as “for cause” may be disciplined pursuant to the following process:
 - 1. Employees designated as “for cause,” except those serving a probationary period, shall not be suspended, demoted or terminated without cause.
 - 2. A disciplinary order proposing a suspension, demotion or termination, shall be made in writing by the Appointing Authority or designee and delivered to the individual employee at least seven (7) days prior to the effective date of the action. The notice of action shall include the proposed action and a description of the facts upon which it is based. Any

other documentation of the facts upon which the action is based shall be made available to the employee for review at their request.

3. The affected employee may request a hearing before the County Administrator or designee prior to the effective date of the disciplinary action. The hearing will be informal in nature. The County Administrator or designee may rely on documentary evidence. The employee shall have the opportunity to refute the facts upon which the action is based either personally, in writing or by use of witnesses. The employee shall be entitled to be represented by an individual of their choosing or may respond without representation. An employee who fails to timely request a hearing shall be deemed to have waived his or her right to a hearing.
 4. The County Administrator or designee shall issue a written decision as quickly as possible and not later than 10 days after the hearing. The decision of the County Administrator or designee shall be final.
- E. Employees who are designated as Classified may be disciplined subject to the rules and regulations of the Civil Service. Attention is directed to the provisions of **Chapter 20, Article 1 of the Solano County Code** and to the Civil Service Rules of the County of Solano for the procedures to be followed in the areas of discipline, separations and appeals.
- F. Employees who occupy positions exempt from the overtime provisions of the Federal Fair Labor Standards Act (FLSA) shall not be subject to any disciplinary action for violations of non-safety rules which result in deductions of pay, such as suspensions without pay, of less than the duration of an employee's work week, or if suspended without pay for less than a full work week for violation(s) of non-safety rules then the employee shall be FLSA non-exempt during said work week.

19. GRIEVANCES

19.1 Grievance Definition

A grievance is any dispute which involves the interpretation or application of any provision of this Personnel and Salary Resolution, excluding those provisions of this Personnel and Salary Resolution which specifically provide that the decision of any County official shall be final, the interpretation, or application of those provisions not being subject to the grievance procedure.

19.2 Grievance Purpose

The purposes of this procedure are:

1. To resolve grievance disputes informally at the lowest possible level;
2. To provide an orderly and prompt procedure for resolving disputes which arise regarding the interpretation of the Personnel and Salary Resolution;
3. To encourage communication between employees and County representatives;
4. To determine and correct, if possible, the causes of grievance disputes.

19.3 Grievance Steps

Grievances shall be processed in the following manner:

1. Step 1: Informal Discussion:

An employee who believes that the employee has a grievance shall discuss their complaint with their immediate supervisor (or such management official designated by the department head) within fifteen (15) calendar days of the incident or occurrence. This meeting shall be held in an effort to resolve the grievance informally. The immediate supervisor shall have ten (10) calendar days from the date of the informal discussion to respond to the employee. If an agreement is reached to resolve the issue, the supervisor shall confirm the outcome in writing.

If the supervisor's response does not resolve the grievance, the employee has ten (10) calendar days from the date of the supervisor's response date to file the grievance in writing with the department head or designee. If the supervisor fails to respond, the employee has ten (10) calendar days from the date the supervisor's response was to be issued to file the grievance in writing with the department head or designee.

2. Step 2: Department Head and/or Designated Representative:

The department head or designated representative will meet with the grievant and shall provide a written response to the grievant within twenty-one (21) calendar days of having received the grievance.

If the grievance is not resolved within the department, the employee shall have the right to appeal the grievance to the Director of Human Resources, in writing, within fifteen (15) calendar days of the response made at Step 2. Notwithstanding this procedure, all complaints involving or concerning the payment of compensation shall be in writing to the Director of Human Resources or designee with a copy to the department head.

3. Step 3: Director of Human Resources:

An employee may notify the Director of Human Resources or designee in writing that a grievance exists stating the particulars of the grievance and, if possible, the nature of the determination desired. The Director of Human Resources or designee shall have twenty-one (21) calendar days in which to investigate the issues, meet with the complainant and attempt to reach a satisfactory resolution of the problem.

4. Step 4: County Administrator:

If the grievant is not satisfied with the decisions rendered by the Director of Human Resources, the employee may appeal the decision to the County Administrator's Office within ten (10) days after receiving the Director of Human Resources' decision. The County Administrator (CAO), or designated representative, shall render a final decision upon review of the written request of the grievant and the presentation of evidence. The decision of the CAO or designee is the last step in the appeals process. It is final and binding on the parties and the decision cannot be appealed further.

19.4 Grievance Conditions

A. Failure to Act:

If the finding or resolution of a grievance at any step of the procedure is not appealed within the prescribed time, said grievance shall be considered settled on the basis of the last answer provided, and there shall be no further appeal or review. Should management not respond within the prescribed time, the grievance may proceed to the next step.

B. Extension and Curtailment of Time Limits:

The time limits provided may be extended or reduced by mutual written agreement of the grievant and an appropriate representative of the County when extenuating circumstances are found to exist.

C. Written Records of Grievances:

All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file in the Human Resources Department and shall not be kept in the personnel file of any of the participants.

D. Freedom from Reprisal:

An employee filing a grievance in conformity with this policy shall have freedom from reprisal.

E. Representation:

An employee may have representation at all steps in the preparation and presentation of a grievance, except at the informal discussion stage of the procedure.

F. County Time:

Necessary and reasonable County time for the processing of a grievance shall be authorized for the employee who has filed the grievance.

20. HOURS OF WORK AND OVERTIME

20.1 Hours of Work

The workweek is forty (40) hours of work in any seven (7) consecutive calendar days. The workweek schedule consists of five (5) eight (8) hours days. However, department heads may establish workweek schedules which differ from the schedule above, upon recommendation of the County Administrator and approval by the Board of Supervisors. It is the duty of each department head to arrange the work of their department so that each employee works not more than forty (40) hours in a workweek. A department head may require any employee to temporarily work in excess of forty (40) hours when necessary.

20.2 Overtime

A. Overtime Work Defined

1. Overtime is not applicable to those employees who are designated as FLSA exempt.
2. For employees assigned to an eight (8) hour day/five (5) days per week work schedule, overtime work shall be defined as all work specifically authorized by the department head that is performed in excess of forty (40) hours per week.

3. Off duty time spent as a witness in court in connection with regular duties as a County employee shall be considered overtime.
4. Time worked beyond the official forty (40) hour workweek shall not be considered overtime unless it has been specifically ordered or authorized by the department head.

B. Application of Overtime

1. If, in the judgment of a department head, work beyond the official forty (40) hour workweek is required, the employee may order such overtime work. This overtime work will be compensated for as provided in this Section. The County Administrator may require department heads to obtain approval prior to ordering overtime work by an employee in excess of eighty (80) hours in a fiscal year.
2. Time worked as overtime shall not be counted as service time for purposes of employee benefits eligibility or accrual or probation or merit increase periods. Compensatory time off taken by an employee may be used as part of the established workweek to earn employee benefits and to serve out probation and merit increase periods.
3. No department head may employ a person from outside the department as a substitute for an employee who is on compensatory time off. No department head shall assign an employee within the department as a substitute for another employee who is on compensatory time off, where such employee assigned received an increase in pay, as a result of such assignment. Within budget limitation, extra-help employees may be utilized to substitute for employees who are on compensatory time off.
4. No regular, probationary or limited-term employee may be employed in one or more positions, full or part-time, more than a total of forty (40) hours per week, excepting authorized overtime, unless authorized by the Board of Supervisors. Nothing in this Section is to preclude an employee from temporarily serving in another capacity in the event of an emergency, provided the employee has the approval of their department head.
5. Department heads and assistant department heads shall not be subject to this Section.

C. Overtime Payment

1. The Board of Supervisors, by, amendment to the Alphabetical Lists shall adopt a list of employees by classification who are assigned specific overtime codes (e.g., 01, 02, 03, 05, 09 etc.).
 - a. Employees incumbent in classifications designated as overtime code 01 shall be granted compensatory time off (CTO) for all overtime worked at straight time. Extra help employees in classifications designated as 01 shall receive straight time pay for all overtime worked.
 - b. Employees incumbent in classifications designated as overtime code 02 shall be granted CTO for all overtime worked at straight time. Whenever an accrual

balance is at or above forty hours, the employee may elect to receive straight time pay for overtime worked. Extra help employees in classifications designated as overtime code 02 shall receive straight time pay for all overtime worked.

- c. Employees incumbent in classifications designated as overtime code 03 shall be paid for all overtime worked at one and one-half times the normal hourly rate.
 - d. Employees incumbent in classifications designated as 05 shall not be compensated for overtime worked.
 - e. Employees incumbent in classifications designated as overtime code 09 shall be paid for all overtime worked at one and one-half times the regular rate of pay; however, employees may be granted, at the sole discretion of the department head, CTO at one and one-half hours off for each hour worked in lieu of overtime payment.
2. Any employee separating from the County service shall be paid for any existing CTO balance at the time of such separation at the hourly rate at which the employee is currently employed.
 3. Payment for overtime shall be separately itemized on the payroll certification.
 4. Any CTO accumulation in excess of eighty (80) hours shall be taken off within the fiscal year in which it is earned. If the department head is unable to schedule sufficient time off during the fiscal year, the employee's accrual balance shall be reduced to eighty (80) hours at the beginning of the next fiscal year and the employee paid for all hours reduced from his or her balance at the employee's applicable straight time rate in effect on the last full pay period in the outgoing fiscal year.
 5. Compensatory time off taken by an employee shall be counted as time worked for purposes of overtime computation.
 6. CTO hours accumulated because an employee is on the "9/80" pay period work schedule must be consumed within the same fiscal year earned and shall not be carried forward into the succeeding fiscal year.
 7. When an employee in a regular part-time position is required to work in excess of their regular work schedule during any week to cover seasonal peak work loads, emergency extra work loads of limited duration, necessary vacation relief and other similar situations, such work shall be compensated for at the employee's regular rate. For time worked in excess of forty (40) hours, the employee will be paid as provided in this Section.
 8. Time off on recognized fixed County Holidays shall be considered time worked for overtime calculation purposes

20.3 Rest Periods

Employees may take one 15 minute rest period for each four (4) hours worked. Usually breaks are scheduled mid-morning and mid-afternoon and are counted as time worked. If the employee does not

take a break, it is waived. Since breaks are on paid County time, employees should not leave the worksite during a break.

21. RESERVED

22. OTHER PROVISIONS

22.1 Duties Imposed on Officers and Employees to be Performed; Staggering of Hours of Employment

Nothing contained in this resolution shall prevent, relieve or otherwise excuse any County employee from the performance of any duty imposed upon him/her by law, the Solano County Code or other ordinance of this County, or from the rendering of service at such times and places as are necessary in order to properly perform the functions of their office or employment. County officers and heads of departments are empowered to stagger, rearrange and adjust the hours of employment of employees in such a manner as to enable them to keep their offices open at all times required.

22.2 Mileage Reimbursement

Any employee who is required to use a private automobile in the performance of their duties for the County shall receive compensation for the use of such automobile at a rate established by the Board of Supervisors.

22.3 Travel Reimbursement for Executive Management Employees and Elected County Officials

Executive Management employees and elected County officials shall be reimbursed for in and out-of-County travel expenses at rates in accordance with the County's travel and mileage reimbursement policy.

22.4 Medical Examination Program

The Solano County Medical Examination Program, established to govern conditions upon which medical examinations are required, is hereby incorporated by reference. Attention is directed to this program which is contained in a separate booklet entitled, "Solano County Medical Examination Program", available to departments from the Human Resources Department.

22.5 Licensing and Certification Fund

The Licensing and Certification Fund provides for reimbursement to County employees for whom specific licenses or certifications are a requirement for them to do their job. Reimbursement will be made to regular full-time or regular part-time employees who are filling at least fifty (50) percent of an allocated position. Eligible part-time employees will be reimbursed a percentage of the cost of the license or certification in proportion to the percentage of the time worked. Any eligible full-time or part-time employee who avails him/herself of this Fund and who voluntarily leaves the County service during the fiscal year in which the employee drew upon the Fund, shall reimburse the County on a pro-rata basis the amount the employee received from the Fund.

22.6 Moving and Relocation Expense Allowance Policy

A. The County Administrator has discretion and is authorized to provide a moving and relocation expense allowance to an individual offered a department head position. Conditions for receiving the moving and relocation expense allowance for the newly hired department head are:

- as a condition of receiving the allowance, must move into Solano County and then maintain residency within Solano County during the “repayment period”; and
 - for a minimum of three (3) years following date of hire (hereafter, the “repayment period”) neither voluntarily separates from County employment nor changes their primary residence to a location outside of Solano County; and
 - sign an acknowledgement of, and agreement to, these conditions.
 - if the employee does not satisfy the repayment period, shall repay to the County in accordance with the following schedule:
 - employed for one year or less, shall repay 100% of the moving and relocation expense allowance;
 - employed for greater than one year but less than two years, shall repay 75% of the moving and relocation expense allowance;
 - employed for greater than two years but less than three years, shall repay 30% of the moving and relocation expense allowance;
 - employed for greater than three years, shall repay zero percent (0%) of the moving and relocation expense allowance.
- B.** The moving and relocation expense allowance may be used to cover moving household items, personal effects, transporting vehicles and non-standard items (e.g., boats, trailers, machinery), pet relocation, temporary housing, travel costs during transitional period, and such other moving and/or relocation expenses as determined by the employee. The employee shall not be required to provide receipts or other proof of payment of such moving and relocation expenses.
- C.** The employee shall be responsible for any payment of state and/or federal taxes related to the receipt of the moving and relocation expense allowance.
- D.** The moving and relocation expense allowance shall not exceed six thousand dollars (\$6,000) and such amount shall be set at the discretion of, and approval by, the County Administrator, with payment received on the department head’s first or second paycheck following date of hire.
- E.** The Board of Supervisors may delegate authority to the County Administrator, on an individual on a case-by-case basis, a variance to provisions within this policy, provided such variance is provided during a Board of Supervisors’ closed session discussion on public employee appointment or during a public meeting of the Board of Supervisors.

Appendix A – Regarding Payment of Enhanced Pension Formula (PERS 2.7% @ 55)

Note: The amounts shown exclude the increase cost of the employee contribution from 7% to 8%. This formula was prepared June 10, 2002 and serves as a basis for future calculations and is included here for reference.

Cost of benefit	\$75,036,452
Term in Years	20
Amount due to County each year	\$3,751,823
Variable	Value
Pay Periods per year	26
Number of pay periods	520
Number of employees	2,320
Average monthly salary	\$4,074
Average per pay period gross salary	\$1,880
Average Annual Gross Salary	\$48,888
Total Annual Payroll	\$113,420,160
Formula for Employee Share	Amount
Annual amount of payback = Total cost divided by 20 years	\$3,751,823
Average per employee payback = Divide annual amount of payback by the average number of employees for the previous year	\$1,617.16
Average payback per employee per pay period = Divide the annual per employee payback by number of pay periods	\$62.20
Percentage of gross per pay period salary deducted from each eligible employee = Divide the average payback per employee per pay period by the average per pay period gross salary. Maximum of three percent (3%).	3.31%

Appendix B – Regarding Payment of Enhanced Pension Formula (PERS 2% @ 50)

Note: This formula was prepared March 13, 2002 and serves as a basis for future calculations and is included here for reference.

Cost of benefit	\$10,150,111
Term in Years	20
Amount due to County each year	\$507,506
Variable	Value
Pay Periods per year	26
Number of pay periods	520
Number of employees	__
Average monthly salary	__
Average per pay period gross salary	__
Average Annual Gross Salary	__
Total Annual Payroll	__
Formula for Employee Share	Amount
Annual amount of payback = Total cost divided by 20 years	\$__
Average per employee payback = Divide annual amount of payback by the average number of employees for the previous year	\$__
Average payback per employee per pay period = Divide the annual per employee payback by number of pay periods	\$__
Percentage of gross per pay period salary deducted from each eligible employee = Divide the average payback per employee per pay period by the average per pay period gross salary. Maximum of five percent (5%).	__%

Appendix C – Regarding Payment of Enhanced Pension Formula (PERS 3% @ 50)

Note: This formula was prepared July 23, 2004 and serves as a basis for future calculations and is included here for reference.

Cost of benefit	\$4,921,043
Term in Years	20
Amount due to County each year	\$220,742
Variable	Value
Pay Periods per year	26
Number of pay periods	520
Number of employees	113
Average monthly salary	\$5,122
Average per pay period gross salary	\$2,364
Average Annual Gross Salary	\$61,464
Total Annual Payroll	\$6,945,432
Formula for Employee Share	Amount
Annual amount of payback = Total cost divided by 20 years	\$220,742
Average per employee payback = Divide annual amount of payback by the average number of employees for the previous year	\$1,953.47
Average payback per employee per pay period = Divide the annual per employee payback by number of pay periods	\$75.13
Percentage of gross per pay period salary deducted from each eligible employee = Divide the average payback per employee per pay period by the average per pay period gross salary. Maximum of five percent (5%).	3.18%

Appendix D – Effects of Furlough

Situation	Result	Comments
Full-time (F-T) employees	Pay is reduced by 4.0 hours. 4.0 hours credited to furlough leave accruals.	
SDI Integration	Integrate leave accruals up to employee's Full Time Equivalency (FTE) less furlough hours.	Examples: F-T EE normally works 80 hours/pay period minus 4 furlough hours = integrate up to 76 hours. P-T EE normally works 40 hours/pay period minus 2 furlough hours = integrate up to 38 hours.
Workers' Compensation integration	Same as SDI integration.	See examples under SDI integration.
Leave without pay for partial pay period	Pay is reduced by 4.0 hours (or pro-rated if part-time employee). 4.0 hours credited to furlough leave accruals.	Furlough hours based on EE's normal FTE (not pro-rated based on hours worked).
Various shifts (4/10, 9/80)	Pay is reduced by 4.0 hours. 4.0 hours credited to furlough leave accruals. If furlough is day off, another day is taken as furlough.	
Promotion/Demotion	Pay is reduced by 4.0 hours. 4.0 hours credited to furlough leave accruals.	No effect on number of furlough hours unless there is a change in FTE.
Taxes	Taxes are withheld on the reduced salary.	
New hires (working less than 80 hours 1 st pay period)	Furlough hours pro-rated based on scheduled number of hours to be worked. Furlough hours credited to furlough leave accruals.	Example: EE starts work Tuesday after Monday holiday (works 72 hours of pay period) = 90% of pay period. 4.0 furlough hours x 90% = 3.6 hours credited to furlough leave accruals and pay reduced by 3.6 hours.

Holidays	No change.	EE must be in a paid status the day before and the day after the holiday to be compensated for the holiday.
Retirement deductions	Reduction in earnings due to furlough will reduce reportable earnings and reduce PERS deductions.	Retirement deductions taken based on reduced salary.
Retirement benefits	Retirement allowance calculated using the average monthly full-time pay rate (final compensation) reported to CalPERS for the highest 12 or 36 consecutive months of employment.	Furlough does not change pay rate. However, furlough could reduce special compensation amounts that are paid as a factor of earnings. In some cases final compensation could be reduced, but only for members with earnings-based special compensation whose highest 12 or 36 month period at retirement includes furlough time.
Health insurance contributions	No change.	As long as EE is in a paid status in the pay period, health insurance contributions will be made.
Leave accruals	No change.	Normal leave accruals will be earned.
Terminations	Employee is paid for any furlough hours accrued and not used.	Treated the same as vacation leave balance.
Differentials (% of actual earnings)	Differentials paid as a factor of earnings will be reduced based on reduced earnings.	Example: longevity pay.
Differentials (flat amount or % of pay rate)	No change.	Example: POST pay or shift differential.
Part-time employees	Furlough reduction will be pro-rated based on FTE.	
Change from FT – PT	Same as part-time employees' language.	
Change from PT – FT	Same as full-time employees' language.	
Voluntary Time Off (VTO)	Same as full-time employees' or part-time employees' language. If furlough day falls on day off, another day is taken as furlough.	The employee will be treated as any other full-time or part-time employee.
Not enough accrued furlough to cover furlough day	Use applicable leave balances. If no leave balances available, record leave without pay hours.	