

**COUNTY OF DEL NORTE**  
**STATE OF CALIFORNIA BOARD OF SUPERVISORS**  
**RESOLUTION NO. 2019-022**

**AN UPDATED RESOLUTION ESTABLISHING BENEFITS  
FOR APPOINTED DEPARTMENT HEADS**

WHEREAS, Appointed Department Heads are responsible for the day to day management and operation of functional units of the County and report directly to the Board of Supervisors and;

WHEREAS, such Appointed Department Heads are not represented by an employee organization for purposes of establishing wages, hours and working conditions, and

WHEREAS, it is necessary to establish such wages, hours and working conditions separate and apart from those created by memoranda of understanding for employees who are represented by employee organizations.

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors of the County of Del Norte hereby establishes the following benefits for Appointed Department Heads:

1. Base salaries for each appointed position are those which are established by the Board of Supervisors and are to be stated as bi-weekly amounts. These base salaries are subject to adjustment according to the merit plan as adopted by the Board of Supervisors. The Board of Supervisors may bestow Step I on an Appointed Department Head that has achieved twenty-five (25) years of continuous service as an employee of the County of Del Norte and that has progressed to Step H on the Appointed Department Head Salary Schedule. The Board of Supervisors may bestow Step J on an Appointed Department Head that has achieved thirty (30) years of continuous service as an employee of the County of Del Norte and that has progressed to Step I on the Appointed Department Head Salary Schedule. The Board of Supervisors may bestow Step K on an Appointed Department Head that has achieved thirty-five (35) years of continuous service as an employee of the County of Del Norte and that has progressed

to Step J on the Appointed Department Head Salary Schedule. The Board of Supervisors may bestow Step L on an Appointed Department Head that has achieved forty (40) years of continuous service as an employee of the County of Del Norte and that has progressed to Step K on the Appointed Department Head Salary Schedule.

2. Salaries established for Appointed Department Heads, including any extra compensation provided for specific duties, shall be eligible for a cost of living adjustment (COLA) subject to approval by the Board of Supervisors.
3. Effective the first full pay period following ratification of the Resolution, all Appointed Department Heads will receive a two and a half percent (2.5%) salary increase. Effective the first pay period of July 2020 Appointed Department Heads will receive a two percent (2%) salary increase. Effective the first pay period of July 2021 Appointed Department Heads will receive a two percent (2%) salary increase.
4. The Health and Welfare Plan, including medical, dental, vision, and employee welfare benefits is currently available to all Department Heads and is published and available at the Human Resources Department. The cost of such health plan for Appointed Department Heads shall be five percent (5%) of the employee current range and step. The cost of dependent health care coverage shall be at the rates established in the County Health and Welfare Plan as approved by the Board of Supervisors. The Appointed Department Head shall continue to be responsible for the five percent (5%) employee contribution based on current range and step and any applicable employee paid dependent coverage during any period of an authorized absence. Any changes to health plan benefits, an increase in health benefits, or the percentage of compensation that is charged for the health benefits must be approved by the Board.

Upon separation from the County at the minimum retirement age or older, the Department Head shall have the ability to continue participation in the County Health and Welfare Plan As provided in Appendix A. Appointed Department Heads with twenty-five (25) years of County service are entitled to participate in the County health insurance program at no cost upon retirement with Del Norte County until such time they are eligible for

Medicare benefits at which time participation in the County health insurance program will be at the same rate set by the County for other retired employees. Inclusion of any dependents is at the option of the Department Head at date of separation. The cost of dependent health care coverage shall be at the rates established in the County Health and Welfare Plan as approved by the Board of Supervisors.

5. Each Appointed Department Head shall be provided with group life insurance coverage equal to one hundred thousand dollars (\$100,000.00) plus a (1) year of salary or two (2) years' salary (whichever is greater) at no cost to the employee. Life insurance coverage premiums shall be paid by the County.
6. Membership in the Public Employees Retirement System (PERS) shall be as provided by law and contract. To the extent permitted by law and contract, retirement benefits for Appointed Department Heads shall be according to the particular Department Head's PERS classification as designated in Appendix B. The County shall report the value of employer paid member contribution (EPMC) to PERS as special compensation pursuant to Government Code Section 20636 (c) (4) for purposes of calculating retirement benefits.
7. Appointed Department Heads shall have the following vacation benefits: fifteen (15) days per year for year one (1) through three (3) years of continuous service; twenty (20) days per year for four (4) through ten (10) years of continuous service; twenty-five (25) days per year for eleven (11) through fifteen (15) years of continuous service; and thirty (30) days per year for sixteen (16) or more years of continuous service. Appointed Department Heads that have prior full time government service may accrue vacation at the rates applicable to total years of service upon approval of the Board of Supervisors. Appointed Department Heads shall have the right to accrue vacation time in excess of any limitation.

Appointed Department Heads may exchange vacation for compensation during each fiscal year as follows: a) less than ten (10) years of service in County government equals up to one (1) week; b) more than ten (10) years

of service in County government but less than twenty (20) years of service equals up to two (2) weeks; c) more than twenty (20) years of service in County government but less than thirty (30) years of service equals up to three (3) weeks; d) and more than thirty (30) years of service equals up to four (4) weeks. Requests for such exchange shall be made in writing to the Auditor-Controller.

Employees eligible for vacation usage shall be compensated for unused vacation upon separation from service.

8. Appointed Department Heads shall receive holidays in the amount and consistent with other County employees and shall receive "floating" holidays in the amount of 3 days per year. Department heads who work on holidays shall not receive any additional compensation for such work.
9. The Chief Probation Officer shall be provided a uniform allowance of two hundred dollars (\$200.00) payable in two (2) equal disbursements, the first being the first full pay period of the fiscal year and the second being the first full pay period of the calendar year. The uniform allowance shall be paid according to the Probation Department's Uniform policy. In addition to the uniform allowance, the Department shall provide on an ongoing and annual basis during the first month of the fiscal year EITHER: i. Two (2) shirts OR ii. One (1) shirt and one (1) jacket.
10. Sick leave accrual shall be one (1) day of sick leave with pay for each month of service from the date of employment, accrued on a biweekly basis. Sick leave may be accrued without limit. Appointed Department Heads shall be entitled to pay-off or retirement credit of sick leave the same as provided in Appendix C.
11. Appointed Department Heads shall be entitled to family bereavement leaves of absence of five (5) days following the death of a member of the immediate family or household as defined consistent with the definition provided in represented employee agreements. This leave shall be taken within thirty (30) days of the death.

12. Appointed Department Heads shall receive the same transportation and travel reimbursement as provided in the County Code or as adopted by a countywide travel and transportation reimbursement policy consistent with the County Code.
13. Membership dues in professional organizations appropriate to the appointed department head duties shall be paid by the County if such dues are included in the department's approved budget. Professional licensure or certification related to official function shall be paid by the County.
14. Use of County vehicles for commuting to and from the Appointed Department Head's home, and such other personal use as may be approved by the Board of Supervisors, and shall be provided in a separate resolution dealing with that subject matter.
15. Hours of work for Appointed Department Heads shall be as determined by the department head giving due regard the tasks which must be accomplished and the needs of the public served by his or her department. Appointed Department Heads shall account for use of sick leave and vacation whenever absence from his or her duties exceeds one-half day.
16. Benefits which are provided to employees as required by law are also provided to Appointed Department Heads, unless specifically exempted from such benefit by applicable law or regulation.
17. Benefits which are provided to Appointed Department Heads through this Resolution and which are also provided to employees pursuant to memoranda of understanding shall be subject to the same procedural rules applicable to such employees' benefits.
18. Nothing in this Resolution shall preclude the Board of Supervisors from providing a benefit through an individual contractual agreement.
19. Appointed Department Heads reserve the right to request cost of living adjustments and additional benefits at any time and intend to request any adjustments that are provided to the other employees or employee groups

at the same intervals as the Board approves the benefits for the other employees. The Board will give good faith consideration to such requests.

BE IT FURTHER RESOLVED that this resolution replaces and supersedes all prior resolutions and policies on the subject of benefits for the unrepresented classifications allocated to the departments specifically listed above.

BE IT FURTHER RESOLVED that the Del Norte County Board of Supervisors does hereby assign the benefits described herein to the unrepresented classifications allocated to the departments specifically listed in this resolution, and

BE IT FURTHER RESOLVED, that this resolution can and may be revisited and may be replaced with new resolutions from time to time,

PASSED AND ADOPTED this 25th day of June, 2019, by the following polled vote of the Board of Supervisors of the County of Del Norte.

AYES: Supervisor Howard, Gitlin, Cowan, Hemmingsen, Berkowitz

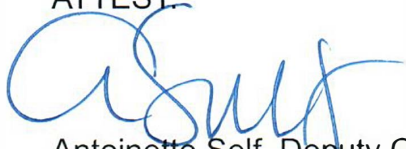
NOES: None

ABSENT: None



Lori L. Cowan, Chair  
Del Norte County Board of Supervisors

ATTEST:



Antoinette Self, Deputy Clerk  
Del Norte County Board of Supervisors

## APPENDIX A

### Health Care Premium Schedule

#### Retiree Full Plan Rate Schedule

##### Retiree Age Under 65 Monthly Rate

10 to 15 years Single	\$ 386.06
10 to 15 years R+1 Dep	\$ 748.89
10 to 15 years R+ 2 or more	\$1,127.20
16 to 20 years Single	\$ 257.25
16 to 20 years R+1 Dep	\$ 559.76
16 to 20 years R+ 2 or more	\$ 875.02
21 to 24 years Single	\$ 128.68
21 to 24 years R+1 Dep	\$ 343.59
21 to 24 years R+ 2 or more	\$ 458.83
25 or more years Single	\$ -
25 or more years R+1	\$ 214.91
25 or more years R+2 or more	\$ 344.50

##### Retiree Age 65 & Over Monthly Rate

10 to 15 years Single	\$ 225.00
10 to 15 years R+1 Dep	\$ 439.91
10 to 15 years R+ 2 or more	\$ 555.15
16 to 20 years Single	\$ 200.00
16 to 20 years R+1 Dep	\$ 414.91
16 to 20 years R+ 2 or more	\$ 530.15
21 to 24 years Single	\$ 175.00
21 to 24 years R+1 Dep	\$ 389.91
21 to 24 years R+ 2 or more	\$ 505.15
25 or more years Single	\$ 150.00
25 or more years R+1	\$ 364.91
25 or more years R+2 or more	\$ 480.15

##### Retiree Age 65 & Over - Dental Only Monthly Rate

10 to 15 years Single	\$ 60.00
10 to 15 years R+1 Dep	\$ 115.00
10 to 15 years R+ 2 or more	\$ 165.00
16 to 20 years Single	\$ 60.00
16 to 20 years R+1 Dep	\$ 115.00
16 to 20 years R+ 2 or more	\$ 165.00
21 to 24 years Single	\$ 60.00
21 to 24 years R+1 Dep	\$ 115.00
21 to 24 years R+ 2 or more	\$ 165.00
25 or more years Single	\$ 60.00
25 or more years R+1	\$ 115.00
25 or more years R+2 or more	\$ 165.00

## APPENDIX B

### CaPERS CLASSIFICATION

<b>Appointed Department Head:</b>	<b>CaPERS Classification</b>
Director of Building Maintenance & Parks	Miscellaneous
Director of Child Support Services	Miscellaneous
Chief Probation Officer	Safety
Agriculture Commissioner	Miscellaneous
Director of Information Technology	Miscellaneous
Director of Community Development	Miscellaneous
Director of Health and Human Services	Miscellaneous
County Administrative Officer	Miscellaneous
County Counsel	Miscellaneous



## **APPENDIX C**

### **SICK LEAVE PAYOFF OR RETIREMENT CREDIT**

Those employees separating in good standing between five (5) and ten (10) years of continuous service shall be compensated at a rate of ten percent (10%) for accumulated unused sick leave.

Upon separation from County employment in good standing, those employees with ten (10) or more years of continuous service shall be compensated at a rate of twenty five percent (25%) for accumulated unused sick leave hours. Separation from employment under other conditions shall not qualify for payment. The employee shall have the option of trading sick leave for vacation at the rate of four (4) days of sick leave for one (1) day of vacation for sick leave accrued in excess of fifty (50) days.

Upon retirement, accumulated unused sick leave hours will be eligible upon retirement for payment at a rate of fifty percent (50%), or retiring employees may choose to apply 100% of their unused sick leave towards PERS retirement credit. Fifty percent (50%) payment for unused sick leave is not available to retiring employees who are qualified for, and elect to receive, the medical insurance plan provided by the County of Del Norte. Retiring employees may choose one benefit or the other, but not both.