

COUNTY OF DEL NORTE
STATE OF CALIFORNIA
BOARD OF SUPERVISORS

RESOLUTION NO. 2019-023

AN UPDATED
RESOLUTION ESTABLISHING BENEFITS FOR
UNREPRESENTED CONFIDENTIAL CLASSIFICATIONS

WHEREAS, the Meyers/Milias/Brown Act provides for the designation of Confidential employees in Government Code Section 3507.5, and;

WHEREAS, in order to preserve the confidentiality of Board of Supervisors and management discussions and actions in the field of labor relations, employee classifications that have access to confidential information and assist management in the field of labor relations are designated as Confidential, and;

WHEREAS, the benefits described herein are those assigned by the Del Norte County Board of Supervisors to those unrepresented Confidential classifications allocated, on a permanent full-time basis, that are not members of an employee organization. The Confidential classifications¹ include, but are not limited (and assigned) to:

Human Resources/Risk Manager (County Administrative Office),
Human Resources Technician (County Administrative Office)
Clerk of the Board of Supervisors (Board of Supervisors office),
Administrative Analyst I/II (County Counsel's office), and;

WHEREAS, such classifications are not currently included within any bargaining unit of County employees for purposes of establishing wages, hours and working conditions, and are not currently represented employees, and;

WHEREAS, it is necessary to establish such wages, hours and working conditions separate and apart from those created by existing memoranda of understanding for employees who are members of recognized bargaining units, and'

WHEREAS, nothing in this assignment resolution is intended to restrict or enlarge any of the rights of the parties reserved for themselves in Resolution 76-176, or to restrict or enlarge any of the rights under federal or state law, and;

¹ The deputy county counsel position is designated as a confidential position under the MMBA Government Code §3500 et. seq. as well as Del Norte County Resolution 76-176 but does not fall under this resolution as there is a separate resolution which applies specifically to the deputy county counsel position.

NOW, THEREFORE BE IT RESOLVED, the Board of Supervisors of the County of Del Norte hereby establishes the following benefits for the classifications designated herein:

1. Base salaries for the Confidential classifications designated by this Resolution are those which are established by the Board of Supervisors and are to be stated as bi-weekly amounts in the Mid Management Employees salary schedule.
2. These base salaries are 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 Confidential classifications will receive a two and a half percent (2.5%) salary increase. Effective the first pay period of July 2020 Confidential classifications will receive a two percent (2%) salary increase. Effective the first pay period of July 2021 Confidential classifications 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 Confidential classifications and is published and available at the Human Resources Department. The cost of such health plan for Confidential classifications shall be five percent (5%) of the employee current range and step. Dependents of Confidential employees may be included in the plan at the option of the Confidential employee. 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. Confidential employees 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 Confidential employee shall have the ability to continue participation in the County Health and Welfare Plan as provided in Appendix A. Confidential employees 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 Confidential employee at the date of separation, and at a cost to the Confidential employee of at the rates

established in the County Health and Welfare Plan as approved by the Board of Supervisors.

5. Each Confidential employee 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 provided by law and contract. To the extent permitted by law and contract, retirement benefits for Confidential classifications shall be according to the particular Confidential employee'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. Confidential classifications shall have the following vacation benefits:
Fifteen (15) days (120 hours) per year for one (1) through five (5) years of continuous service;
Twenty (20) days (160 hours) per year for six (6) through ten (10) years of continuous service;
Twenty-five (25) days (200) hours per year for eleven (11) through fifteen (15) years of continuous service;
Thirty (30) days (240 hours) per year for sixteen (16) or more years of continuous service.

At no time may employees accrue more than the number of days of vacation they are entitled to earn in a one and a half (1.5) year period at their current rate of accrual. Employees who have reached this limit cease accruing vacation until such time as the total number of days accrued is less than this number.

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

Confidential classifications are allowed to receive compensation in lieu of five (5) days of vacation (40 hours) annually as budgeted. Individuals requesting compensation in lieu of vacation must have a minimum of fifteen (15) years of continuous County service in order to be eligible.

8. Confidential classifications shall receive holidays in the amount and consistent with other County employees and shall receive "floating" holidays in the amount of three (3) days per year. The holiday schedule shall consistent with other employees of the County.

9. 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. Confidential classifications shall be entitled to pay-off or retirement credit of sick leave as provided in Appendix C.
10. Confidential classifications shall be entitled to family bereavement leave 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.
11. Confidential classifications 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.
12. Confidential classifications may receive up to twenty-four (24) hours of administrative leave per fiscal year. Administrative days must be used within the fiscal year in which they are received and use is at the discretion of the supervisor, based upon the operational needs of the department.
13. The Confidential classifications are entitled to utilize the County email system to organize themselves and to exercise any rights due to employees under the MMBA including the right to contact employees and to disseminate information.
14. Confidential classifications shall be subject to the Evaluation Procedures, Layoff and Re-employment, Grievance Procedure and Disciplinary Procedures as provided to employees in the Mid Management Group Memorandum of Understanding.
15. Benefits which are provided to employees as required by law are also provided to Confidential classifications, unless specifically exempted from such benefit by applicable law or regulation.
16. Benefits which are provided to Confidential classifications 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 employee's benefits.
17. Benefits provided by this resolution will continue in effect until the Board of Supervisors takes action to modify or rescind this resolution. Confidential employees 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 all unrepresented Confidential classifications² as stated herein or as positions are created in the future.

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

² See Footnote 1 regarding the deputy county counsel position

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

Classification Title	CaPERS Classification
Human Resources/Risk Manager	Miscellaneous
Human Resources Technician	Miscellaneous
Clerk of the Board	Miscellaneous
Administrative Analyst (County Counsel office)	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.