

COUNTY OF DEL NORTE
STATE OF CALIFORNIA
BOARD OF SUPERVISORS

RESOLUTION NO. 2019-024

UPDATED
RESOLUTION ESTABLISHING BENEFITS FOR
UNREPRESENTED MANAGEMENT CLASSIFICATIONS
ASSISTANT/DEPUTY DEPARTMENT HEADS

WHEREAS, the benefits described herein are those assigned by the Del Norte County Board of Supervisors to those management classifications allocated, on a permanent full-time basis, to those positions that function as Assistant or Deputy Department Heads and by job description are required to act in the capacity of Department Head in the absence of, or at the direction of, the Appointed or Elected Department Head. The management classifications are:

Assistant Auditor-Controller
Assistant County Administrative Officer
Assistant Director of Health and Human Services
Assistant Director of the Community Development Department
Assistant District Attorney
Assistant Director of Information Technology
Assistant Chief Probation Officer
Assistant Treasurer/Tax Collector
Assistant Director of Child Support Services
Deputy Agriculture Commissioner
Assistant County Counsel
Assistant Assessor

WHEREAS, the classification of the above listed positions is responsible for the day to day management and operation of functional units of the corresponding department and report directly to the Appointed or Elected Department Head, and;

WHEREAS, such classifications are not currently included within any bargaining unit of county employees for purposes of establishing wages, hours, working conditions and benefits, and positions classified as management are exempt from the overtime provisions of the State and Federal Fair Labor Standards Acts (FLSA). They are considered "salaried" as opposed to "hourly" employees and therefore, are not entitled to any additional compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week, and;

WHEREAS, it is expected that management classified employees will generally work forty (40) hours (if not more) per week and be present at their office during regular business hours. Variations in the work schedule that result in an eighty (80) hour pay period may be approved by the Department Head in recognition of management classified employees status as "salaried" employees, and hours of work for Assistant/Deputy 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. Assistant/Deputy Department Heads shall account for use of sick leave and vacation whenever absence from his or her duties exceeds one-half day.

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

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

NOW, THEREFORE BE IT RESOLVED, the Board of Supervisors of the County of Del Norte hereby establishes the following benefits for the classification of Assistant/Deputy Department Head in the following departments:

Auditor-Controller
Administration
County Counsel
Probation
Health and Human Services
Community Development
District Attorney
Information Technology
Treasurer/Tax Collector
Child Support Services
Assessor
Agriculture Commissioner

1. Base salaries for the classification of Assistant/Deputy Department Head 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 a merit plan as adopted by the Board of Supervisors from which, at the discretion of the Department Head, Assistant/Deputy Department Heads shall become eligible for a five percent (5%) merit increase in compensation to step F, G or H as outlined in the most recent Assistant/Deputy Department Head bi-weekly salary schedule (Attached as Exhibit A). The department head shall bestow Step I on an Assistant/Deputy Department Head that has achieved twenty-five (25) years of continuous service as an employee of the County of Del Norte as

reflected in the Assistant/Deputy Department Head salary schedule, step J for an Assistant/Deputy Department Head achieving thirty (30) years of continuous service with the County of Del Norte as reflected in the Assistant/Deputy Department Head salary schedule, step K for an Assistant/Deputy Department Head achieving thirty-five (35) years of continuous service with the County of Del Norte as reflected in the Assistant/Deputy Department Head salary schedule and step L for an Assistant/Deputy Department Head achieving forty (40) years of continuous service with the County of Del Norte as reflected in the Assistant/Deputy Department Head salary schedule

2. Salaries established for Assistant/Deputy 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 Assistant/Deputy Department Heads will receive a two and a half percent (2.5%) salary increase. Effective the first pay period of July 2020 Assistant/Deputy Department Heads will receive a two percent (2%) salary increase. Effective the first pay period of July 2021 Assistant/Deputy 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 Assistant/Deputy Department Heads and is published and available at the Human Resources Department. The cost of such health plan for Assistant/Deputy Department Heads shall be five percent (5%) of the employee current range and step. Dependents of Assistant/Deputy Department Heads may be included in the plan at the option of the Assistant/Deputy Department Head. 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 Assistant/Deputy 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.
5. Upon separation from the County at the minimum retirement age or older, the Assistant/Deputy Department Head shall have the ability to continue participation in the County Health Plan As provided in Appendix A. Assistant/Deputy 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 Assistant/Deputy Department Head at date of separation, and at a cost to the Assistant/Deputy Department Head of rates established in the County Health and Welfare Plan as approved by the Board of Supervisors.

6. Each Assistant/Deputy 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.
7. Membership in the Public Employees Retirement System shall be as provided by law and contract. To the extent permitted by law and contract, retirement benefits for Assistant/Deputy Department Heads shall be according to the particular Assistant/Deputy 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.
8. The classification of Assistant/Deputy Department Head 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.

Assistant/Deputy Department Heads may accrue vacation up to two (2) times the annual accrual based on the individual employee's continuous service with Del Norte County. These positions are allowed to receive compensation in lieu of five (5) days of vacation time (40 hours) annually as budgeted.

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

9. The classification of Assistant/Deputy Department Head 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 be consistent with other employees of the County.

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. Assistant/Deputy Department Heads shall be entitled to pay-off or retirement credit of sick leave as provided in Appendix C.
11. The Assistant 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.
12. The classification of Assistant/Deputy Department Head 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 in represented employee agreements. This leave shall be taken within thirty (30) days of the death.
13. Assistant/Deputy 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 County Code.
14. The classification of Assistant/Deputy Department Head may receive three (3) days or twenty-four (24) hours of administrative leave per fiscal year, which shall be used in full day increments. Administrative days must be used within the fiscal year in which they are received and use is at the discretion of the Department Head.
15. Benefits which are provided to employees as required by law are also provided to the classification of Assistant/Deputy Department Head, unless specifically exempted from such benefit by applicable law or regulation.
16. The 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.
17. Membership dues in professional organizations appropriate to the Assistant/Deputy Department Head's duties shall be paid by the County if such dues are included in the department's approved budget. Professional licensure or certification related to the official function of the Assistant/Deputy Department Head's duties shall be paid by the County.

18. Benefits which are provided to the classification of Assistant/Deputy Department Head 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 benefits.
19. The classification of Assistant/Deputy Department Head shall be subject to the Evaluation Procedures, Layoff and Re-employment, Grievance Procedure, and Disciplinary Procedure as provided to employees in the Del Norte Management Group Memorandum of Understanding (MOU) with the exception that Assistant/Deputy Department Heads shall have a six (6) month probationary period. The classification of Assistant/Deputy Department Head is not an at will classification.
20. Benefits provided by this resolution will continue in effect until the Board of Supervisors takes action to modify or rescind this resolution. Assistant/Deputy 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

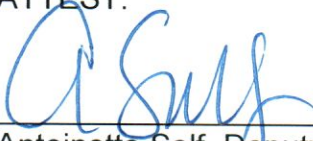
NOES: None

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

Assistant/Deputy Department Head:	CaPERS Classification
Assistant Auditor-Controller	Miscellaneous
Assistant County Administrative Officer	Miscellaneous
Assistant District Attorney	Miscellaneous
Assistant Chief Probation Officer	Safety
Assistant Treasurer/Tax Collector	Miscellaneous
Assistant Director of Child Support Services	Miscellaneous
Assistant Director Health & Human Services	Miscellaneous
Assistant Director of Information Technology	Miscellaneous
Assistant Director of Community Development	Miscellaneous
Deputy Agriculture Commissioner	Miscellaneous
Assistant County Counsel	Miscellaneous
Assistant Assessor	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.