

*A.5.7 Temporary Working Out of Class Assignment*

a. Safety & Attorney Employees

An employee in Unit A, B, C, D or E who is temporarily assigned for a period in excess of twenty (20) consecutive working days to work in a class having a higher salary range shall be considered, as to the time in excess of twenty (20) consecutive working days, to have been temporarily promoted and shall receive the salary herein provided for promotions. Such temporary promotions shall not result in an adjustment in eligibility for step increases in the lower, permanent class. The provisions of this section shall apply only in situations where the person occupying the higher class is absent by reason of vacation, sick leave, leave of absence, or disciplinary suspension.

b. Unrepresented Employees

When an employee in Units , Y, Z or ZX is temporarily assigned to and performs significantly all of the duties of a higher allocated position in a classification whose salary range is at least five percent (5%) higher than the range of the employee's regular classification, that employee shall be compensated at the step in the higher classification that provides an increase to the assigned employee of at least five percent (5%). Such assignment shall not change the unit designation or other benefits of the assigned employee. The assignment must be for over ten (10) consecutive working days. Such additional compensation shall begin on the first day of the pay period following the assignment to the duties of the higher position. If the assignment begins on the first Monday of the pay period, the additional compensation shall be effective the beginning of that pay period.

For working out of classification the employee shall be compensated at the step in the higher classification that provides an increase to the assigned employee of at least five percent (5%). As such, if the 5% does not result in the employee reaching at least the first step of the higher salary range, the employee will be placed at the first step of the higher salary range.

At one hundred eighty (180) days, the working out of classification assignment will be reviewed to determine whether it is appropriate for this person to continue working out of classification.

Employees working out of classification or who are removed from Working out of Classification duty as a result of poor performance shall not be subject to unsatisfactory performance evaluation for their participation in said assignment. Participating employees removed from such assignment as a result of unsatisfactory performance shall instead be returned to their official job classification and duties. Failure to successfully complete a Working out of Classification assignment, as a result of performance, shall not have an impact on employee's official job classification or duties.

*Amended Section A.5 in entirety: 4/30/90; 90-178*

*Amended 7/27/10; 10-234*

*Amended 2/28/23; 23-xxx*

#### *A.24.2 Weekend Holidays*

When December 24<sup>th</sup> (Christmas Eve) actually falls on a Saturday or Sunday, the preceding Friday shall be the holiday in lieu of the day observed. When December 25<sup>th</sup> (Christmas) actually falls on a Saturday or Sunday, the following Monday shall be the holiday in lieu of the day observed. If one of the above listed holidays falls on a Sunday, the following Monday shall be the holiday in lieu of the day observed. If one of the above listed holidays falls on a Saturday, the preceding Friday shall be the holiday in lieu of the day observed. When the day on which a County holiday is observed falls on a worker's regularly scheduled day off the worker shall be entitled to holiday compensatory time off on an hour-for-hour basis up to eight (8) hours.

*Amended 2/28/23; 23-xxx*

#### *A.27.4 Bereavement Leave*

Use of accrued leave with pay may be granted upon recommendation of the Department Head or designee up to a maximum of ten (10) working days per occurrence in the case of the death of a father, mother, brother, sister, spouse, child, foster child, grandparents, grandchild, eligible domestic partner, child of eligible domestic partner, father-in-law, mother-in-law, daughter-in-law, son-in-law, step parent, step daughter, step son, step brother or step sister. Bereavement leave shall be charged to annual leave/PTO/Vacation/Sick Leave/Professional Leave. As a condition of granting leave for bereavement purposes, the Department Head or designee may request a verification of the loss.

*Added domestic partner 12/11/10; 01-481*

*Amended 6/24/20; 20-109*

*Amended 2/28/23; 23-xxx*

#### *A.30.10 Annual Leave Cash Out: Permanent Employees Over One (1) Year of Service*

Permanent employees in Units Y and/or ZX with at least one (1) to nine (9) years of service in County employment may sell back to the County up to one hundred twenty (120) hours of their annual leave in any calendar year if the following conditions are met:

- a) The employee has used (taken) at least one hundred and twenty (120) hours of combined annual and professional leave during the preceding calendar year.
- b) The employee must have at least forty (40) hours of annual leave remaining after making an election to “cash out” of some of their annual leave pursuant to Section A.30.13.
- c) No more than one request for partial payment of a “cash out” may be made in any calendar quarter.

*Added A.30.10: 10/20/85; 85 605*

*Increased to 80 hours: 10/26/99: \_\_\_\_*

*Increased to 120 hours: 1/6/04; 04/007*

*Amended 12/5/06; 06-021*

*Amended 2/6/07; 07-005*

*Amended 10/13/15; 15-287*

*Amended 2/5/20; 20-025*

*Amended 2/28/23; 23-xxx*

*A.30.11 Annual Leave Cash Out: Permanent Employees with Over Ten (10) Years of Service*

Permanent employees in Unit Y and/or ZX with over ten (10) years of service or more in County employment may sell back to the County an additional 40 hours of annual leave; up to one hundred sixty (160) hours of their annual leave in any calendar year if the following conditions are met:

- a) The employee has used (taken) at least 120 hours of combined annual and professional leave during the preceding calendar year.
- b) The employee must have at least forty (40) hours of annual leave remaining after making an election to “cash out” of some of their annual leave pursuant to Section A.30.13.
- c) No more than one request for partial payment of a “cash out” may be made in any calendar quarter.

*Added 12/5/06; 06-021  
Amended 2/6/07; 07-005  
Amended 10/13/15; 15-287  
Amended 2/5/20; 20-025  
Amended 2/28/23; 23-xxx*

*A.30.13 Election to Cash Out of Vacation/Annual Leave/Paid Time Off*

*A.30.13.3 Vacation/Annual Leave/Paid Time Off Emergency Cash Out*

Notwithstanding the requirement for an irrevocable election for the cash-out of vacation/annual leave/paid time off for the upcoming calendar year, an employee may cash out vacation/annual leave/paid time off in an existing year, on the following terms:

- a) The employee may cash-out no more than the maximum number of vacation/annual leave/paid time off (including any cash out previously elected) as set for in their respective Memorandum of Understanding (MOU) or applicable provisions of the PPPR.
- b) The amount cashed out shall be made in hours, not dollar amounts, and must be in increments of 8 hours (with a minimum cash out of 10 hours) and shall be subject to a twenty-five percent (25%) penalty. That is, if an employee cashes out accrued time in excess of any amount designated pursuant to subdivision (a), above, the penalty shall be 25% of the excess amount cashed out. For example, if an employee irrevocably elects 40 hours of cash out pursuant to subdivision (a) but wishes to cash out an additional 40 hours in the current calendar year (assuming all other criteria as listed in Section A.30.13.1 above are met), the employee will receive the cash value of 30 additional hours, but 40 additional hours will be removed from the employee’s accrued balance.

*Added 2/28/23; 23-xxx*