

**VI. EMPLOYEE / BARGAINING UNITS**

Unit S

Registered Nurses representation unit as designated by the Board and the Administrative Officer.

Unit U

Contract Physicians representation unit as designated by the Board and the Administrative Officer.

**A.1 BASIC SALARY PLAN AND HOURLY CONVERSION**

A.1.10 Confidential (Z Unit) and ~~Court Reporters~~, Supervisor's Clerical Assistants (Unit P)  
Salary Adjustments

All classifications assigned to employee Units P and Z shall receive the same general benefits and salary adjustments (including step increases), in accordance with those negotiated by the Supervisory (F) and General (J) Units. Unit P and Z special benefits and salary adjustments may also be implemented in addition to those obtained through the collective bargaining efforts of Units F and J.

A.1.11.3 Adjustment of Step Eligible Date

An unpaid leave of absence by an employee, which exceeds thirty (30) calendar days, shall not constitute service for advancement to the next highest step. An employee's date of eligibility for advancement to a higher step shall be advanced the number of days of unpaid leave of absence in excess of thirty (30). An exception to this subsection shall be made for any leave of absence granted for injuries or illness suffered by an employee in the course of County employment, provided the employee is drawing temporary disability for such injuries or illness under workers' compensation. In such instances, the employee's eligibility date for step advancement shall not be adjusted.

**A.4 INCREASES WITHIN SALARY RANGE**

A.4.5 Adjustment of Step Eligible Date

An unpaid leave of absence by an employee which exceeds thirty (30) calendar days shall not constitute service for advancement to the next highest step. An employee's date of eligibility for advancement to a higher step shall be advanced the number of days of unpaid leave of absence in excess of thirty (30). An exception to this subsection shall be made for any leave of absence granted for injuries or illness suffered by an employee in the course of County employment, provided the employee is drawing temporary disability for such injuries or illness under workers' compensation. In such instances, the employee's eligibility date for step advancement shall not be adjusted.

## A.5 SALARY ON CHANGE OF CLASS OR POSITION

### A.5.7 Temporary Working Out Of Class Assignment

#### b) Miscellaneous Employees

When an employee in Units F, H, J, K, X, Y or Z is assigned to and performs all of the duties of a higher permanent position in a classification whose salary range is at least ten percent (10%) 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 ~~except when a higher vacation accrual limit is in effect for the higher class. In such case, the higher vacation accrual limit applicable to the higher class shall be used.~~ The assignment must be for over twenty (20) consecutive working days. Such additional compensation shall begin on the twenty-first (21st) working day after the assignment to the duties of the higher vacant position.

## A.8 OVERTIME

### A.8.4.1 General Employees' Overtime

For Unit Z, overtime shall be defined as time actually worked in excess of forty (40) hours in a work week except for those departments listed below for which overtime shall be defined as time actually worked in excess of eighty (80) hours in a pay period. In administering this article with respect to employees in Unit Z, time worked for purposes of determining eligibility for overtime shall include paid time in holiday, vacation or compensatory time off status. Those departments for which the overtime standard is eighty (80) hours in a pay period are:

~~Communications~~  
~~Information System Department~~  
~~Natividad Medical Center~~  
~~Parks Department~~  
Probation Department  
Sheriff's Department

### A.8.5.1 General Overtime Provisions

Except as otherwise provided herein, employees in overtime eligible classes, as designated by a "~~YN~~" in the column titled "OT FLSA" on the classification table shall be compensated for overtime authorized by their appointing authority by either 1) compensatory time off at the rate of one and one-half (1-1/2) hours credit for each hour of overtime, or, 2) in cash at the rate of one and one-half (1-1/2) times the employee's base rate of pay.

The method of compensation shall be determined by the appointing authority after consultation with the affected employee, except that an employee in Unit Z shall not be allowed to accumulate more than ~~sixty-eighty (680)~~ hours of compensatory time off, above which maximum all overtime compensation shall be paid in cash. ~~An exception shall be made to this section for certain classes in the Parks Department.~~

~~A.8.5.4 — Special Overtime Provisions for Communications Operations Manager Deleted~~  
~~When at the rate of one and one half (1 1/2) times the employee's employee(s) of the Emergency Communications Department in the classification Communications Operations Manager are assigned to work overtime duties normally assigned to the lower class of Communications Dispatcher II, the following shall occur: (1) on normal workdays, after hours, and on weekends, the employee shall be compensated at the overtime pay rate applicable to the fifth step of the salary range of the lower paid class; or (2) on county paid holidays, the employee shall be compensated base rate of pay.~~

## A.9 SPECIAL PAY PRACTICES

~~A.9.15 — Assistant Director of Planning and Building Inspection Deleted~~  
~~Individuals in the classification of Assistant Director of Planning and Building Inspection who hold active International Code Council Certification as a Building Official shall receive a five percent (5%) pay premium in addition to their base salary.~~

### A.9.17 Educational Stipend – X Unit

Any permanent\* X Unit member who has earned a college degree (Bachelor's or higher) from an accredited institution will receive additional compensation at 2% of the base hourly wage. This stipend became effective January 1, 2008, based upon X Unit hourly wages only. Employees who are not permanently assigned to an X Unit classification (acting, "working out of class", seasonal, Limited Term, etc.) are not eligible for this stipend.

Employees are awarded the 2% Educational Stipend one of two ways:

(1) Permanent, ~~acting~~ and new-hire X Unit employees possessing Bachelor's degrees or higher must provide a copy of the degree (or other suitable documentation) that will be maintained in the official employee file; or

~~\* Acting X Unit members receive all benefits afforded to permanent X Unit members.~~

## A.10 DEPARTMENT AND ASSISTANT DEPARTMENT HEAD'S

### A.10.1 Department Heads Designated

The following management classes are hereby designated as department heads:

11A02 Agricultural Commissioner  
11B01 Assessor-County Clerk-Recorder  
10B02 Auditor-Controller  
10A01 Board of Supervisors Chairman  
10A02 Board of Supervisors Member  
11A06 Chief Probation Officer  
11A30 Clerk of the Board of Supervisors  
11A01 County Administrative Officer  
11A04 County Counsel  
11A05 County Librarian

11A03 Director of General Services  
 11A26 Director of Child Support Services  
 14A26 Director of Emergency Communications  
 11A09 Director of Health Services  
 12E18 Director of Information Technology  
 11A11 Chief Ranger/Parks Director  
 11A29 Director of Planning  
 11A28 Director of Building Services  
 11A12 Director of Social Services  
 10B04 District Attorney  
 14B25 Equal Opportunity Officer  
 11A15 General Manager - Water Resources Agency  
 11A25 ~~NMC Hospital~~ Chief Executive Officer  
 11A18 Public Defender  
 11A19 Public Works Director  
 11A20 Registrar of Voters  
 11A27 Resource Management Agency Director  
 10B05 Sheriff-Coroner  
 10B06 Treasurer-Tax Collector  
 60U20 Military & Veteran's Affairs Officer

A.10.2 Assistant Department Heads Designated

The following management classes are hereby designated as assistant department heads:

12C01 Assistant Agricultural Commissioner  
 12A15 Assistant Assessor-Valuation  
 12A02 Assistant Auditor-Controller  
 12C35 Assistant Chief Probation Officer  
 12E03 Assistant County Administrative Officer  
 12A05 Assistant County Clerk - Recorder  
 12C38 Assistant County Counsel  
16C92 Assistant Director of Information Technology  
 12C19 Assistant Director of Planning  
 12C13 Assistant Director of Social Services  
~~16C92 Assistant Information Systems Director~~  
~~12C28 NMC Chief Nursing Officer~~  
 12C11 Assistant Public Defender  
 12C41 Assistant Public Works Director  
 12C14 Assistant Registrar of Voters  
 12A24 Assistant Treasurer-Tax Collector  
 12E01 Chief Assistant County Administrative Officer  
 12C39 Chief Assistant County Counsel  
 12A03 Chief Assistant District Attorney  
~~30N81 Chief Deputy Agricultural Commissioner~~  
~~20B97 Chief Deputy Auditor-Controller~~  
 12A10 Chief Deputy Sheriff  
 12C40 Deputy Director Resource Management Agency  
 12C36 Deputy General Manager - Water Resources Agency  
 14K24 Director of Environmental Health  
~~14A25 Emergency Services Manager~~

- 12C42 Emergency Communications Operations Manager
- 12C29 ~~NMC Hospital~~ Assistant Administrator
- 14C60 Hospital Chief Financial officer
- 14K43 Hospital Chief Information Officer
- 54B70 Hospital Chief Medical Officer
- 12C28 Hospital Chief Nursing Officer
- ~~12C02 Parks Operations Manager~~
- 12A13 Undersheriff
- 14K27 Zoning Administrator

A.10.3 Expense Allowance

The Auditor-Controller is hereby directed to pay eligible employees a monthly expense allowance for incidental expenses not ordinarily subject to remuneration by claim. Effective January 1, 2007, the monthly expense allowance for incumbents of elected department head classes shall be two hundred sixty two dollars and fifty cents (\$262.50) monthly. Effective January 1, 2007, the monthly expense allowance for incumbents of department head classes shall be fifty-four dollars and seventeen cents (54.17) monthly and the monthly expense allowance for incumbents of all other classes in Units X and Y shall be forty-five dollars and eighty-four cents (45.84) monthly. Expense allowance shall be paid ~~at the end on~~ the second pay period of each month.

A.10.4 Eligibility for Expense Allowance

Employees are eligible to receive the monthly expense allowance prescribed in this article for each calendar month during which they occupied an eligible class and were in a paid status during the pay period in which the expense allowance is paid.

**A.20 LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)**

A.20.1 General Provisions

The County shall provide insurance coverage for eligible County employees pursuant to the following schedule:

Coverage		Employee Units
<u>LIFE</u>	<u>AD&amp;D</u>	
\$ 10,000	\$10,000	A, B, M, N, Q and <u>VH, F, J, K, P, R and Z</u>
<u>\$ 20,000</u>	<u>\$20,000</u>	<u>H, F, J, K, P, R, S and Z</u>
\$ 35,000	\$35,000	A and B – if no dependent coverage on County or <del>Union</del> -health insurance
\$50,000	\$50,000	C, D, E, <u>G, L, O, S, W, X, XL</u> , Y and elected officials.

An eligible employee is one who has completed six (6) months of continuous service in a permanent or seasonal position, works at least twenty (20) hours per week, and has met all other eligibility requirements contained in the current contract between the County of Monterey and its current life insurance carrier. Life insurance amounts will be reduced by fifty percent (50%) of the above listed coverage at age seventy (70), and AD&D coverage will terminate at age seventy (70).

Notwithstanding the above provisions, an employee in group C, O, X, XL, Y or Z who meets all other requirements, shall be eligible for life insurance on the first day of the month on/or following the date of employment.

~~A.20.2~~ ~~Optional Additional Life Insurance Coverage~~

Deleted

~~Subject to the terms and conditions of the underwriters, an employee in the following bargaining units shall have the option to purchase additional life insurance through the County group life insurance plan.~~

~~Employees in Units C, L, O, W, X, Y, and Z may select an amount either 1.5 or 3 times their basic annual salary up to an amount of One Hundred Thousand Dollars, (\$100,000.00).~~

~~Employees in Units P and Z may select an amount equal to 1.5 times their basic annual salary up to a maximum of One Hundred Thousand Dollars, (\$100,000.00).~~

~~The rate per each \$1,000 of supplemental and AD&D coverage is based upon age. Premiums are paid through payroll deductions.~~

**A.21 HEALTH, DENTAL AND OPTICAL INSURANCE**

A.21.1 Provision of Health, Dental and Optical Insurance

The County shall provide health, dental, and optical insurance plans for enrolled eligible County employees and officers in Units O, S, X, XL and Y.

An enrolled eligible employee shall be defined as an employee appointed to a permanent position and who works a minimum of twenty (20) hours per week or forty (40) hours per biweekly pay period, or is on approved leave of absence in conjunction with the Master's of Social Work Title IV-E Stipend Program.

~~Notwithstanding the above, Unit Y Sheriff's safety employees may elect to cease participation in the County sponsored medical, dental and vision insurance program and instead elect to be covered by a plan offered by Operating Engineers Local No. 3 which at minimum shall provide medical, dental and vision insurance for employees and optional medical and dental insurance for dependents. The exercise of this option shall be subject to administrative direction and rules established by the Deputy CAO Human Resources. The County agrees to pay toward the Operating Engineers' health insurance program an amount equivalent to the employee only health/dental/vision insurance premium paid by the county on behalf of all other Unit Y employees.~~

~~A.21.3~~ ~~Health Insurance Stipend~~

Deleted

~~Employees holding permanent or provisional status in unit W who work at least forty hours (40) per biweekly pay period are eligible to receive a Health Insurance Stipend of \$423.84.~~

A.21.3 Retiree Dental & Vision Benefits

A. Retiree Dental Coverage and Contribution Formula:

Employees in Units O, P, X, XL, Y and Z who qualify for and contemporaneously retire from active service (draw a monthly annuity from CALPERS) from the County on or after October 1, 2001, shall be provided an option of purchasing dental insurance for themselves and eligible dependents in accordance with the Administrative Procedures established by the County Administrative Officer. The full premium shall be paid by the retiree. The rates shall be a fixed percentage above the active employee rate as follows: Retiree Only premium shall be 33%

above the Employee Only rate. Retire + 1 rate shall be 31% above the Employee + 1 rate, and the Retiree Family rate shall be 30% above the Employee Family Rate.

B. Retiree Vision Coverage and Contribution Formula:

Employees in Units O, P, X, XL, Y and Z who qualify for and contemporaneously retire from active service (draw a monthly annuity from CALPERS) from the County on or after October 1, 2001, shall be provided an option of purchasing vision insurance for themselves and eligible dependents in accordance with the Administrative Procedures established by the County Administrative Officer. The full premium shall be paid by the retiree. The rates shall be a fixed percentage above the active employee rate as follows: Retiree Only premium shall be 39% above the Employee Only rate. Retire + 1 rate shall be 38% above the Employee + 1 rate, and the Retiree Family rate shall be 38% above the Employee Family Rate.

A.21.4 Health Insurance Plans: Flexible Benefits Plan & Alternative Benefit Option

Effective January 1, 2000, the County will provide medical insurance through the Public Employees' Retirement System (PERS) medical insurance program. All rules, regulations and procedures with respect to plan eligibility, benefits, claims payments and customer service procedures, etc. for the CalPERS plans are established by CalPERS. The County makes no representations or guarantees whatsoever with respect to the CalPERS health insurance plans.

Retired employees, dependent upon group coverage conditions, may be eligible for group health care coverage. If a retired employee meets all eligibility requirements and requests health insurance coverage, effective January 1, ~~2000~~10, the County will contribute ~~sixteen one hundred and five dollars (\$1605)~~ toward the monthly premium for eligible retirees enrolled in ~~either MCEHP or a PERS health insurance program. Effective December 2003 (for the January 2004 premium), the County's contribution will be \$32.20 monthly.~~—Effective December ~~2004~~2010 (for the January ~~2005-2011~~ premium), the County's contribution will be increased as directed by CalPERS in accordance with SB 1464.

A.21.4.1 Flexible Benefits Plan – Units D, E, L, O, X, XL and Y

A. General Provisions

The County will make available a Flexible Benefits Plan to all permanent employees. Permanent employees may elect from the following optional benefits:

- Employee medical coverage under CalPERS ~~or any other County offered health plan.~~
- Dependent medical coverage under CalPERS ~~or any other County offered health plan.~~
- No medical coverage
- Employee dental coverage under the County's self-funded plan
- Dependent dental coverage under the County's self-funded plan
- No dental coverage
- Employee vision coverage under VSP
- Dependent vision coverage under VSP
- No vision coverage

- Any other eligible optional benefits which may be made available by the County through this Flexible Benefits Plan

#### Health Insurance Contribution

Effective December ~~2003-2009~~ (for the January ~~2004-2010~~ premium), the County's maximum non-elective contribution to the Flexible Benefits Plan for health insurance coverage will be ~~\$32,20105.00~~ monthly. Effective December ~~2004-2010~~ (for the January ~~200511~~ premium), the County's maximum non-elective contribution to the Flexible Benefits Plan for health insurance coverage will be increased as directed by CalPERS in accordance with SB 1464.

#### C. County Elective Contributions

The County maximum monthly elective contribution for 2010 based on enrollment in PERChoice Northern Region is shown below. ~~The to-an enrolled employee's Flexible Benefits Plan rates vary according to region of enrollment pending fund for 2006 is:~~

<u>Medical Enrollment</u>	<u>Full-Time</u>	<u>Part-Time*</u>
	<u>Permanent</u>	<u>Permanent</u>
Employee Only	\$72455.047	\$36277.074
Employee Plus One Dep.	\$830933.247	\$41566.474
Employee Plus Family	\$9281075.9927	\$464537.5064

\*Part-time defined as scheduled to work a minimum of 40 (forty hours), but less than 64 (sixty-four) hours per pay period.

~~Effective December 2006 (for the January 2007 insurance premium):~~

<u>Medical Enrollment</u>	<u>Full Time Permanent</u>	<u>Part Time* Permanent</u>
Employee Only	\$760.46	\$380.23
Employee Plus One Dep.	\$919.25	\$459.63
Employee Plus Family	1049.52	\$524.76

~~Effective December 2006 (for the January 2007 insurance premium):~~

~~The County shall increase the Flexible Benefits Plan Full-Time Elective Contribution Rates by 100% of the increase (CY 2006 rates vs. CY 2007 rates) in PersChoice out of pocket costs due to the CalPERS premium increase. Flex credits vary by region of enrollment.~~

~~Effective December 2007 (for the January 2008 insurance premium):~~

~~The County shall increase the Flexible Benefits Plan Full-Time Elective Contribution Rates by 100% of the increase (CY 2007 rates vs. CY 2008 rates) in PersChoice out of pocket costs due to the CalPERS premium increase. Flex credits vary by region of enrollment.~~

Any balance of elective funds remaining after the employee elects health insurance may be utilized, at the employee's discretion, toward the purchase of dependent health, dependent dental or dependent vision insurance and/or any other eligible optional benefits which may be made



available by the County through this Flexible Benefits plan. The use of any elective contributions toward the purchase of the benefits stated above is subject to the employee first selecting employee health insurance coverage under CalPERS ~~or any other County offered health plan.~~

#### Elective Contribution Payout

For each month that the County elective contribution is not used by an employee to obtain benefit options under this plan, the full amount of funds not utilized shall be paid out, provided the employee has purchased at least individual only health insurance through CalPERS ~~or any other County offered health plan.~~

A.21.4.2 Alternative Benefit Option – Units O, S, X, XL and Y

### A.23 PROFESSIONAL ORGANIZATION MEMBERSHIP AND EMPLOYEE JOB ENHANCEMENT

Elected Officials and permanent employees in Units Y and X shall be paid a Professional Expense Stipend of Four Hundred Dollars (\$400) the first full pay period of each calendar year. Employees must be in paid status during the pay period in which the stipend is paid in order to be eligible. Eligible employees who are scheduled to work 40 hours or less per pay period shall receive one-half the Professional Expense Stipend.

### A.24 HOLIDAYS

A.24.1 Holidays Listed

Except as noted in section A.24.4 below, the following listed days shall be observed as legal holidays by the County of Monterey:

New Year's Day	January 1st
Dr. Martin Luther King, Jr. Day	January 15th
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Fourth Friday in November
Christmas Eve*	December 24 <sup>th</sup> *
Christmas Day	December 25th

The enumeration of the actual date of the holiday in the right hand column above is for general information only and not necessarily controlling. The Board of Supervisors or the County Administrative Officer may designate that the actual holiday be observed on a different date in order to conform to the date of observance by the State of California or for administrative convenience.

\* Christmas Eve shall be observed as a holiday for employees in Units P, X, XL, Y and Z only in those years in which Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday.

A.24.3 Compensation for Holidays Worked

Except as noted below, permanent or seasonal Unit P & Z non-exempt employees who work on a holiday shall be entitled to compensatory time off (CTO) on an hour-for-hour basis for up to eight (8) hours of such work on a holiday, unless the employee is paid in lieu of holiday time off in cash, in which case no compensatory holiday time off shall be granted. The decision as to whether the compensation for working the holiday shall be in the form of CTO or cash shall be made by the appointing authority after consulting the affected employee(s).

A.24.6 Eligibility for Holiday Compensation

In order to receive any form of compensation (i.e. time or pay) for a holiday, an employee must be an employee on the date of the holiday and be in a paid status ~~for their full regularly scheduled work shift~~ on the work day immediately prior to the holiday.

A.24.8 Floating Holiday

Eligible employees in Units P, X, XL, Y and Z shall receive one floating holiday per calendar year which may be taken before or by December 31 of each year. This holiday will not carry over from year to year and no compensation will be paid for this unused holiday at termination. The floating holiday will be credited on a pro rata basis according to the employee's regularly scheduled hours and may not be taken in increments less than the full amount credited.

## A.25 VACATION

A.25.1 Vacation Accrual Rates

- a) Employees in supervisory classifications in Unit Z employees shall accrue vacation at the same rate as Units J and F employees. All other employees in Unit Z and employees of Unit P shall accrue vacation at the same rate as Unit J.
- b) No vacation shall be credited for leaves of absence without pay exceeding one-half (1/2) of the employee's normally scheduled working days ~~or for time when an employee is on leave under the provisions of Section 4850 of the Labor Code.~~
- e) ~~Employees in Management Units X & Y, who are hired after August 29, 1989, may borrow up to twelve (12) days of annual leave during their first six (6) months of employment with the County. Use of annual leave shall be subject to the requirements of Section A.29.2 hereinafter. Repayment of borrowed annual leave shall be at the rate of four (4) hours per pay period, and shall commence in the first pay period after six (6) months of employment, unless different arrangements are made with the appointing authority and approved by the Auditor Controller. In the event an employee leaves County employment prior to the completion of repayment of borrowed annual leave, the amount of time remaining unpaid shall be deducted from the employee's final check.~~

A.25.4 ~~Vacation Accrual Limit When in an Acting or Provisional~~

Deleted

~~When an employee is appointed in an acting or provisional capacity or, pursuant to the provisions of Section A.5.7, "Temporary Working Out of Class Assignment," to a class having a higher vacation accrual maximum than his/her regular class, the employee shall enjoy the higher vacation accrual limit during the period of the appointment. When the employee is subsequently returned to his/her regular class without a break in service, that employee shall be paid for any vacation hours accrued in excess of the lower accrued maximum of his/her regular class at the base rate of pay he/she received in the acting, provisional or temporary appointment. In addition, the appointing authority may at his/her sole discretion pay off an additional forty (40) hours of the returned employee's vacation. Such additional vacation payoff shall be at the base rate of the employee's regular class.~~

A.25.7 Vacation for Temporary Employees

- a) A temporary employee who is appointed to a permanent position following at least thirteen (13) successive pay periods in paid status as a temporary employee without a break in paid status of more than one (1) pay period shall be credited with vacation accrual on the following basis:
- 1) Three and ~~eight~~seven-tenths (3.87) hours of vacation shall be credited for each full eighty (80) hours on paid status.

**A.27 SICK LEAVE**

A.27.1 Miscellaneous Employees' Sick Leave

- a). Effective January 19, 1985, the following sick leave accrual rates shall apply to permanent employees in Unit Z.

Hired before January 19, 1985: Accrue at the rate of three and ~~eight~~seven-tenths (3.87) hours per pay period;

hired on or after January 19, 1985: Accrue at the rate of three and ~~two-tenth~~eight-hundredths (3.208) hours per pay period.

- b) Permanent employees in Unit P shall accrue sick leave at the rate of three and ~~eight~~seven-tenths (3.87) hours per pay period.

A.27.9 Sick Leave for Temporary Employees

A temporary employee who is appointed to a permanent position following at least thirteen (13) successive pay periods in paid status as a temporary employee without a break in paid status of more than one (1) pay period shall be credited with sick leave accrual on the following basis:

- a) Three and ~~two-tenth~~eight-hundredths (3.208) hours of sick leave shall be credited for each full eighty (80) hours on paid status.

A.27.142 Modified Work Program for Exempt Employees

**A.28 STATE DISABILITY INCOME PROTECTION PLAN**

A.28.1 Miscellaneous Employees' State Disability Income Protection Plan

Employees in Units P and Z shall participate in the State Disability Income (SDI) Protection Plan and pay for said plan through payroll deduction.

A.28.2 Per-diem and Temporary Employees' State Disability Income Protection Plan

Per-diem and temporary employees shall participate in the State Disability Income (SDI) Protection Plan and pay for said plan through payroll deduction.

**A.30 MANAGEMENT ANNUAL LEAVE AND INCOME PROTECTION PLAN**

A.30.1 Eligible Employees

~~Each full-time officer and permanent~~ Permanent employees in Units X and Y, except elected officers, and Limited Term employees in Unit XL shall be eligible for annual leave under the provisions of this article. Elected officers shall not be eligible for annual leave.

Part-time permanent employees in Units X and Y, and Limited Term employees in Unit XL shall be eligible for annual leave on a pro rata basis according to their regularly scheduled hours.

A.30.2 Accrual Rate Limit

a) Eligible employees in Units X and Y shall accrue annual leave on the following basis:

<u>Years of Completed</u> <u>Continuous County Service</u>	<u>Annual Leave Accrual</u>
Up to two (2) years	23 days
More than two (2) years	25 days
More than six (6) years	27 days
More than ten (10) years	30 days
More than fifteen (15) years	32 days
More than eighteen (18) years	33 days
More than twenty (20) years	34 days
More than twenty-five (25) years	37 days

A maximum of eight hundred fifty (850) hours of annual leave may be accrued after which no further accrual shall be made until the employees' accrual is reduced to below eight hundred fifty (850) hours by the use of annual leave. Annual leave shall be earned on the basis of each biweekly pay period worked from the beginning of the biweekly pay period following the permanent appointment into a position in a class that is included in either Unit X or Y. Neither shall any annual leave be credited for any pay period during which an employee is on any non-paid status exceeding one-half (1/2) of the employee's normally scheduled working days.

b) Eligible employees in Unit XL shall accrue annual leave on the following basis:

<u>Years of Completed Continuous County Service</u>	<u>Annual Leave Accrual</u>
<u>0 - 2 years</u>	<u>23 days</u>
<u>2 - 6 years</u>	<u>25 days</u>

A maximum of three hundred sixty-eight (368) hours of annual leave may be accrued after which no further accrual shall be made until the employees' accrual is reduced to below three hundred sixty-eight (368) hours by the use of annual leave. Annual leave shall be earned on the basis of each biweekly pay period worked from the beginning of the biweekly pay period following the appointment into a Limited Term assignment. Neither shall any annual leave be credited for any pay period during which an employee is on any non-paid status exceeding one-half (1/2) of the employee's normally scheduled working days.

#### A.30.4 Annual Leave Usage

- a) Each appointing authority shall be responsible for scheduling the annual leave periods of his/her employees in such a manner as to achieve the most efficient functioning of the department or agency and of the County service. The appointing authority shall determine when annual leave will be taken.

Policy Statement: All eligible employees in the annual leave program are expected to use at least eighty (80) hours of annual leave in each calendar year following the calendar year in which they are appointed.

When unscheduled usage of annual leave occurs, verification of reason for absence may be required of the employee. Further, employees claiming illness or injury may be required to furnish a certificate issued by a licensed physician or other satisfactory evidence of illness. Any person absent from work shall notify his/her department or division head at the beginning of the first day of such leave and as often thereafter as directed by the department or division head. The County Administrative Officer or the department head may request that a medically trained employee verify the employee's illness by a visit to the employee's residence or may invoke the provisions of section 11 entitled "Physical Fitness Examination" of the Personnel Policies and Practices Resolution.

- b) Employees in Management Units X & Y, who are hired after August 29, 1989, may borrow up to twelve (12) days of annual leave during their first six (6) months of employment with the County. Use of annual leave shall be subject to the requirements set forth in paragraph a) above. Repayment of borrowed annual leave shall be at the rate of four (4) hours per pay period, and shall commence in the first pay period after six (6) months of employment, unless different arrangements are made with the appointing authority and approved by the Auditor-Controller. In the event an employee leaves County employment prior to the completion of repayment of borrowed annual leave, the amount of time remaining unpaid shall be deducted from the employee's final check.

#### A.30.8 Use of Annual Leave When Permanently Incapacitated

Annual leave shall not be used to continue the salary of any eligible employee after it has been determined by the Medical Director at Natividad Medical Center a

qualified medical examiner that such officer or employee is permanently incapacitated for a return to County employment.

A.30.9 Disability Income Protection Plan

Any employee, except elected officers receiving Disability Income Protection Plan payments for a temporary disability, may use accumulated paid leave accruals to augment this benefit by an amount that will bring their total payment up to their basic salary exclusive of any special or premium pay ~~shall be placed on leave of absence without pay until the employee recovers or a determination is made in accordance with the plan that the disability is permanent.~~

~~A.31 COMMISSIONER ANNUAL LEAVE & INCOME PROTECTION~~

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~~Employees in the class of Commissioner shall be eligible for the annual leave plan and disability income protection plans as provided in section 30 of this Resolution: Notwithstanding any other provision of this Resolution, the following exceptions shall apply:~~

- ~~a) — Employees in the class of Commissioner with zero through ten (0-10) years of continuous service shall accrue annual leave at the rate of one hundred seventy (170) hours (21 days) per year and those with more than ten (10) years of continuous service shall accrue at the rate of two hundred ten (210) hours (26 days) per year. The total annual leave accrual limit shall be four hundred (400) hours.~~
- ~~b) — An employee in the class of Commissioner may sell back to the County up to forty (40) hours of his/her annual leave in any twelve (12) month period at any time as long as he has used at least one hundred sixty (160) hours of annual leave during the preceding twelve (12) months and has at least forty (40) hours of annual leave remaining after the sale. The employee shall receive an amount equal to his/her hourly base rate as set forth herein for each hour he sells back to the County.~~
- ~~e) — There shall be a sixty (60) calendar day elimination period from the start of disability to the date benefits become payable, regardless of whether or not existing sick leave balances have been exhausted.~~

~~All administrative provisions contained in the MOU of Unit D, Public Defenders, shall apply to the class of Commissioner.~~

A.35 PROFESSIONAL LEAVE

~~A.35.1 Unrepresented Attorneys' Professional Leave~~

~~Professional leave of six (6) days per fiscal year will be granted to permanent employees in the class of Senior Deputy County Counsel and Commissioner.~~

~~Professional leave of three (3) days per fiscal year will be granted to permanent employees in the class of Deputy County Counsel 1-111 and Legal Research Attorney.~~

~~Employees hired on a permanent basis after the beginning of the fiscal year shall be given a pro rata amount to the full hour of professional leave based on the number of pay periods remaining in the fiscal year in which they were hired.~~

~~This leave must be taken during the fiscal year and no carry over to future fiscal years is possible.~~

~~Professional leave time may be scheduled in the same manner vacation time is scheduled. No payment for unused professional leave time will be permitted.~~

A.35.21 Management Professional Leave

Employees in Units X, XL and Y shall be granted ten (10) days of professional leave on January 1 of each year. ~~Effective September 1, 1984, Employees~~ permanently hired or promoted into a classification in Units X or Y or appointed to a Limited Term position in Unit XL shall, on the first pay period concurrent with or following their date of hire, be given a pro rata amount--to the nearest full hour--of professional leave based on the number of pay periods remaining in the calendar year in which they became Units X, XL or Y employees (i.e., hired at the beginning of pay period No. 8:  $26-7=19$ ,  $19/26 \times 40 = 29.23$  hours) but in no event shall less than eight (8) hours be credited.

**A.38 BOARD OF SUPERVISORS STAFF ASSISTANTS**

A.38.1 Board Member Staff Assistants

Each member of the Board of Supervisors may exercise any of the following options:

Appoint an employee to a permanent County position in the class of Principal Board of Supervisors Aide or in a lower paid class in the clerical class family.

All employees appointed by members of the Board of Supervisors, under the provisions of this article, shall serve at the pleasure of the Board member making said appointment and shall be exempt from the requirements of Sections A.2.1 and A.4.1 through A.4.5.

All appointments made pursuant to this article shall terminate when the appointing Board member leaves office unless a vacancy occurs during the term of the Board member making the appointment, in which case the appointment shall continue until a new Board member has taken office or the Board of Supervisors provides otherwise for the filling of that Principal Board of Supervisors Aide or Clerical Assistant position.

Appoint temporary employees at a salary rate not to exceed the ~~fifth-seventh~~ step of the salary range for the Board of Supervisors Aide provided that in no case shall the total amount paid for temporary services exceed a full-time monthly equivalent of the ~~fifth-seventh~~ step of the salary range for Principal Board of Supervisors Aide.

Secure administrative or clerical services to be paid by claim provided that the hourly and monthly salary limits described in paragraph b) above are not exceeded.

A.38.2 Board Chairman Clerical Assistance

The Chairman of the Board may appoint additional temporary employees or secure additional services at a salary rate which in the aggregate, on an annual basis, will not exceed an amount equivalent to one-half (1/2) time of the annual ~~fifth-seventh~~ step salary of an Office Assistant II Typist Clerk II.

~~A.42 CHILD CARE REFERRAL LEAVE PROGRAM~~

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~~All permanent and seasonal employees in County service shall be eligible for five (5) hours per fiscal year for the Child Care Referral Leave Program. These hours cannot be forwarded to another fiscal year. The appointing authority shall determine when child care leave may be authorized and taken.~~

~~The appointing authority shall authorize child care leave for a mutually convenient time when the absence of the requesting employee will not interfere with the work of the unit. When immediate approval of the initial time requested cannot be granted, the appointing authority and the employee will mutually establish an alternate time.~~