Before the Board of Supervisors in and for the County of Monterey, State of California

Resolution No.: PPPR Control No. 25-004)
HRM Control No. 25-006)

Adopts a Resolution to:)

a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to retitle and modify Section A.1.13 Unit X Salary Steps;)
b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections A.9.5.1 Unit Z Bilingual Skill Pay and A.9.5.3 Unit ZX Bilingual Skill Pay;)
c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections A.10.3.1 Unit Y Designated Department Heads Management Expense Allowance, A.10.3.2 Unit Y (non-Department Heads) Management Expense Allowance and A.10.3.3 Unit ZX Management Expense Allowance;)
d. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.21.4.1 B. County CalPERS Required Contributions and C. County Maximum Contributions;)
e. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.23 Professional Organization Membership and Employee Job Enhancement;)
f. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.24.1 Holidays Listed;)
g. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Section A.25 Annual Leave and/or Vacation;)
h. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections A.30.2 (a) Accrual Rate Limit and A.30.2 (c) Advanced Accrual Rate for New Hires with Previous Years of Service with California Counties and Cities;)
i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to modify Sections A.30.10 Annual Leave Cash Out: Permanent Employees Over One (1) Year of Service and A.30.11 Annual Leave Cash Out: Permanent Employees with Over Ten (10) Year of Service;)
j. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add Section A.52 Units Y and ZX 401(a) Contribution;)
k. Direct the Human Resources Department and Auditor-Controller's Office to implement the changes in the Advantage Human Resources Management (HRM) System.)

WHEREAS, On November 19, 2024, the County of Monterey reached a multi-year Tentative Agreement (TA) with the County Employee Management Association (CEMA) Unit X; and

WHEREAS, the Board approved for Units Y and ZX to follow the base wage salary increases, benefits, and some special pays negotiated by Unit X to ensure equity among the management and executive management classifications and to mitigate compaction and compression issues; and

WHEREAS, classifications in Unit ZX are also in Unit X and should maintain the same base wage, benefits, and some special pay provisions; and

WHEREAS, it is also recommended to amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 A.30.2 Advanced Accrual Rate for New Hires with Previous Years of Service with California Counties and Cities to include service with the Federal Government and State of California and to clarify that prior County service includes the County of Monterey; and

WHEREAS, the actions require the Personnel Policies and Practices Resolution (PPPR) No. 98-394 to be amended.

NOW, THEREFORE, BE IT RESOLVED that the County of Monterey Board of Supervisors, on behalf of the County and all residents thereof, hereby approves amendments to the Personnel Policies and Practices Resolution (PPPR) No. 98-394 as follows:

1. Section A.1.13 Unit X Salary Steps of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 is retitled and amended as indicated below:

   A.1.13 Unit Y and ZX Salary Steps

   A.1.13 Unit Y and ZX Salary Steps

   Effective the first full pay period following January 1, 2005, and each calendar year thereafter, any additional salary steps granted to Bargaining Unit J, F & X shall be granted to job classes in Bargaining Unit Y and ZX.

2. Sections A.9.5.1 Unit Z Bilingual Skill Pay and A.9.5.3 Unit ZX Bilingual Skill Pay of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 are amended as indicated below:

   A.9.5 Bilingual Skill Pay

   A.9.5.1 Unit Z Bilingual Skill Pay

   An employee in Unit Z, who meets specified conditions, shall be paid a bilingual skill pay differential as provided for in the applicable memorandum of understanding.

   To be designated as "bilingual," a position shall require the use of a second language on a regular and frequent basis.

   A.9.5.3 Unit ZX Bilingual Skill Pay

   An employee in Unit ZX, upon assignment by the Department Head, approval of the County Administrative Officer and successfully passing a proficiency test, shall be eligible for bilingual pay in the amount of forty-five dollars ($45) per pay period. Pursuant to the NMC HR MOU Regarding Delegation of HR Functions, the NMC Chief Executive Officer may approve such action for employees employed by Natividad Medical Center.

3. Sections A.10.3.1 Unit Y Designated Department Heads Management Expense Allowance, A.10.3.2 Unit Y (non-Department Heads) Management Expense Allowance and A.10.3.3 Unit ZX Management Expense Allowance of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 are amended as indicated below:

   A.10.3 Expense Allowance

A.10.3.1 Unit Y Designated Department Heads Management Expense Allowance

Effective December 28, 2024, individuals in classifications identified in A.10.1 Department Heads Designated shall be eligible for a monthly expense allowance for incidental expenses not ordinarily subject to remuneration by claim in the amount of one hundred dollars (100.00) monthly. Expense allowance shall be paid on the second pay period of each month.

A.10.3.2 Unit Y (non-Department Heads) Management Expense Allowance

Effective December 28, 2024, individuals in all other classifications in Unit Y (non-Department Heads) shall be eligible for a monthly expense allowance for incidental expenses not ordinarily subject to remuneration by claim in the amount of seventy-five dollars ($75.00) monthly. Expense allowance shall be paid on the second pay period of each month.

A.10.3.3 Unit ZX Management Expense Allowance

Effective December 28, 2024, individuals in positions/classifications in Unit ZX shall be eligible for a monthly expense allowance for incidental expenses not ordinarily subject to remuneration by claim incumbents in the amount of seventy-five dollars ($75.00) monthly. Expense allowance shall be paid on the second pay period of each month.

4. Section A.21.4.1 B. County CalPERS Required Contributions and C. County Maximum Contributions of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 are amended as indicated below:

A.21.4.1Cafeteria Flexible Benefits Plan – unrepresented units O, XL, Y, and ZX

B. County CalPERS Required Contributions

The County CalPERS required contributions (PEMHCA Minimum) toward the Cafeteria Flexible Benefits Plan will be as indicated below.

The County shall not contribute any CalPERS required contribution toward the employee’s purchase of any other optional benefits which may be provided by the County through the Cafeteria Flexible Benefits Plan.

Employees shall not have the option of using the CalPERS required contributions for any other purpose other than for purchasing employee health. CalPERS required contributions not used to purchase employee health will be forfeited.

Health Insurance Contribution

The County's CalPERS required contribution to the Cafeteria Flexible Benefits Plan for health insurance coverage will be provided as directed by CalPERS.

Dental Insurance Contribution

The County’s maximum contribution to the Cafeteria Flexible Benefits Plan for dental coverage will be equal to the cost of the employee only monthly premium for all eligible permanent employees or Limited Term. Should the dental (employee only premium) contribution/premium increase, the County

may pay the increase. Should the County's contribution/ premium for dental (employee only premium) decrease, the County shall retain the savings from the decrease.

Vision Insurance Contribution

The County's maximum contribution to the Cafeteria Flexible Benefits Plan for vision coverage will be equal to the cost of the employee only monthly premium for all eligible permanent employees or Limited Term. Should the vision (employee only premium) contribution/premium increase, the County may pay the increase. Should the County's contribution/ premium for vision (employee only premium) decrease, the County shall retain the savings from the decrease.

C. County Maximum Contributions

Units O, XL, Y, and ZX shall receive the same County maximum monthly contributions in accordance with those negotiated by the County Employee Management Association (CEMA) Unit X.

The County's contribution above may be applied toward medical, dental and/or vision coverage for the employee and dependents. Any future increases in health insurance premiums that exceed the County's contribution will be paid by the employee through salary deduction.

Any balance of the County's contribution remaining after the employee selects health insurance may be utilized, at the employee's discretion, toward the purchase of dependent dental and/or dependent vision insurance. The use of any County contributions toward the purchase of the benefits stated above is subject to the employee first selecting employee health insurance coverage under CalPERS.

Elective Contribution Payout

For each month that the County's 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 or forfeited in accordance with the terms negotiated by the County Employee Management Association (CEMA Unit X, provided the employee has purchased at least individual only health insurance through CalPERS.

5. Section A.23 Professional Organization Membership and Employee Job Enhancement of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 is amended as indicated below:

A.23 PROFESSIONAL ORGANIZATION MEMBERSHIP AND EMPLOYEE JOB ENHANCEMENT

Elected Officials and permanent employees in Units Y and ZX shall be paid a Professional Expense Stipend of Four Hundred fifty dollars ($450) 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.

6. Section A.24.1 Holidays Listed of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 is amended as indicated below:

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	Third Monday in January
Presidents Day	Third Monday in February
Cesar Chavez	March 31st
Memorial Day	Last Monday in May
Juneteenth	June 19th
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 24th
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. In addition, the Board of Supervisors may from time-to-time designate additional holidays or days off with pay, and the County Administrative Officer may do the same in the event circumstances require and the Board cannot take action.

7. Section A.25 Annual Leave and/or Vacation of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 is amended as indicated below:

A.25 ANNUAL LEAVE AND/OR VACATION

Effective March 22, 2025, employees who are hired with previous years of service with the Federal Government, State of California and California Counties and Cities shall receive 50% credit for their combined years of service upon receiving official verification from the respective agency(ies).

8. Sections A.30.2 (a) Accrual Rate Limit and A.30.2 (c) Advanced Accrual Rate for New Hires with Previous Years of Service with California Counties and Cities of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 is amended as indicated below:

A.30.2 Accrual Rate Limit

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

Years of Completed Continuous County Service	Annual Leave Accrual
Up to two (2) years	23 days
More than two (2) years	25 days
More than five (5) years	28 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 Y or ZX. 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:

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

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 employee's 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 bi-weekly pay period worked from the beginning of the bi-weekly 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.

c. Advanced Accrual Rate for New Hires with Previous Years of Service with the Federal Government, State of California and California Counties and Cities:

Effective March 22, 2025, employees (excluding Unit XL) who are hired with previous of years of service with the Federal Government, State of California and California Counties and Cities shall receive 50% credit for their combined years of service upon receiving official verification from the respective agency(ies).

9. Sections A.30.10 Annual Leave Cash Out: Permanent Employees Over One (1) Year of Service and A.30.11 Annual Leave Cash Out: Permanent Employees with Over Ten (10) Year of Service of the Personnel Policies and Practices Resolution (PPPR) No. 98-394 is amended as indicated below:

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

Effective as of the designated irrevocable election period that opened November 1, 2024, and ended November 30, 2024, permanent employees in Units Y and 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 forty (140) hours of their annual leave in any calendar year if the following conditions are met:

a) The employee must have at least forty (40) hours of annual leave remaining after making an election to "cash out" some of their annual leave pursuant to Section A.30.13.

b) No more than one request for partial payment of a "cash out" may be made in any calendar quarter.

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

Effective as of the designated irrevocable election period that opened November 1, 2024, and ended November 30, 2024, permanent employees in Unit Y and 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 eighty (180) hours of their annual leave in any calendar year if the following conditions are met:

a. The employee must have at least forty (40) hours of annual leave remaining after making an election to "cash out" some of their annual leave pursuant to Section A.30.13.

b. No more than one request for partial payment of a "cash out" may be made in any calendar quarter.

10. Section A.52 Units Y and ZX 401(a) Contribution is added to the Personnel Policies and Practices Resolution (PPPR) No. 98-394 as indicated below:

A.52 UNITS Y AND ZX 401(a) CONTRIBUTION

Effective January 2027 the County shall establish a 401(a) plan for Units Y and ZX and contribute one hundred dollars ($100) monthly.

11. The Human Resources Department and Auditor-Controller's Office are directed to implement the changes in the Advantage Human Resources Management (HRM) System.

PASSED AND ADOPTED on this _____day of _____, 2025, by the following vote, to-wit:

AYES:
NOES:
ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book___ for the meeting on _____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors,
County of Monterey, State of California

By _____
, Deputy