

COUNTY OF SONOMA

SALARY RESOLUTION

No. 95-0926

Prepared by:

Sonoma County Human Resources Department

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SALARY RESOLUTION
2002-2008

SECTION 1 - TITLE

This Resolution Number 95-0926 shall be known as the Salary Resolution of the County of Sonoma. The provisions of this Resolution may be superseded in whole or in part by resolutions adopted by the Board of Supervisors of Sonoma County. Each such resolution shall be effective on the first day of the County pay period next succeeding its adoption unless such resolution provides otherwise. Any provision of Resolution No. 89-1623 superseded by resolution of the Board of Supervisors shall be deemed repealed upon the effective date of the superseding resolution.

SECTION 2 - APPLICABILITY

2.1 The provisions of this Resolution shall apply to both classified and unclassified services of the County of Sonoma.

2.2 Sections 7 through 31 of this Resolution apply only to Unrepresented Administrative Management positions, Department Heads (including elected Department Heads, except where specifically excluded in this document or by law), Unrepresented Confidential positions, and/or positions not represented by any recognized employee organization. "Unrepresented employees" shall mean those employees or positions which are neither Unrepresented Management nor Unrepresented Confidential and which are not represented by a recognized employee organization. When used in Sections 7 through 31 the term "employee" shall mean Unrepresented Administrative Management, Unrepresented Confidential, and Unrepresented employees.

2.3 Special Districts

Whenever an employee is reassigned from employment with Sonoma County, the Sonoma County Community Development Commission, the Sonoma County Water Agency, or the Northern Sonoma County Air Pollution Control District to another of those agencies without a break in pay status greater than two (2) working days, service with one entity shall be deemed to be service with the other entity for purposes of accrual, accumulation and use of paid vacation and sick leave and entitlement to salary step, and such employee shall retain the same such benefits to which entitled immediately prior to reassignment. Upon each reassignment, the employee shall be paid for unused overtime credits in the same manner as provided by this Resolution upon separation, and such unused overtime credits shall not be transferred from one entity to another.

2.4 Nepotism

No person shall be employed without written approval of the Director of Human Resources in any position in which the employee will directly or indirectly supervise or in which the employee will be directly or indirectly supervised by his or her husband, wife, domestic partner, parent, stepparent, brother, sister, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom the employee has a relationship in loco parentis.

2.5 Catastrophic Leave/Decedent's Benefit

a) Definition

- 1) Catastrophic Leave is a paid leave of absence due to verifiable, long-term illness or injury such as, but not limited to, cancer and heart attack which clearly disables the individual.
- 2) A Decedent's Benefit is the accumulation of vacation or compensatory leave hours donated by other County employees to the designated beneficiary or estate of a County employee who dies while an employee of the County.

b) Coverage

All regular employees of the County of Sonoma, the Sonoma County Community Development Commission, the Sonoma County Water Agency, and the Northern Sonoma County Air Pollution Control District, who have successfully completed 2080 hours (one year) in paid status shall be eligible for such leave due to their own serious illness or injury, or serious illness or injury to spouse, domestic partner or dependent minor child. The designated beneficiary or estate of an employee who was employed by any of the above-mentioned entities and successfully completed 2080 hours (one year) in paid status and met the criteria set forth at paragraph 2.5(a) (2) shall be eligible to receive any decedent's benefit.

c) Other Leaves

The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for catastrophic leave.

d) Catastrophic Leave

Catastrophic leave shall be additional paid leave available from vacation or compensatory leave hours donated by other County employees to a specific, qualified employee.

e) Decedent's Benefit

A Decedent's Benefit shall be the accumulation of vacation or compensatory leave hours (up to a maximum of 680 hours) donated by other County employees to the designated beneficiary or estate of a County employee who dies while an employee of the County. The decedent's benefit shall be paid to the designated beneficiary or estate of the County employee in the same manner as payment to the designated beneficiary or estate of the County employee of the decedent's own vacation and compensatory leave hours.

- f) Employees donating vacation or compensatory leave must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least forty hours after the donation of vacation time. Employees may donate all of their accrued compensatory time.
- g) An employee or a decedent requesting catastrophic leave must receive the recommendation of his/her department head and the approval of the Personnel Director. Such leave may initially be approved up to a maximum of 340 donated hours. If the catastrophic illness or injury continues, up to an additional 340 donated hours may be recommended and approved.
- h) Employees donating vacation or compensatory leave to a decedent's benefit must donate their vacation or compensatory leave hours no later than 45 days after the employee's death or within 45 days of the enactment of this revised Decedent's Benefit Policy.
- i) The Auditor-Controller shall account for the donation and disbursement of catastrophic leave hours. At the end of the thirty day period allowed for donations for a Decedent's Benefit, the Auditor-Controller will process adjustments and then disburse to the designated beneficiary or estate all funds for leave time donated.

- j) The decision of the Personnel Director to deny the recommended Catastrophic Leave shall be appealable to the Civil Service Commission within 10 calendar days of his/her decision. The decision by the Civil Service Commission shall be final.

2.6 Long Term Care - Payroll Deduction

The County agrees that employees may purchase CalPERS Long Term Care Insurance at their own expense through bi-weekly payroll deduction as long as the County is eligible to participate in the CalPERS payroll deduction program. Each employee is responsible to submit his/her own application and any subsequent membership changes directly to CalPERS, as CalPERS Long Term Care is not a County program or under County direction. CalPERS may directly invoice employees for missed payroll deductions or premiums due prior to start-up of payroll deduction.

2.7 Short-Term Disability - Payroll Deductions

Effective the first full pay period of FY 2005-06, the County agrees that permanent Confidential employees may purchase Short-Term Disability Insurance coverage as may be offered by the (SEIU) Union Insurance Services, at their own expense, through bi-weekly payroll deductions. Each employee is responsible for submitting to Union Insurance Services his/her own application for Short-Term Disability Insurance and any subsequent material required by the insurance provider. The County is not responsible for deductions not taken or premiums unpaid while an employee is in an unpaid status.

SECTION 3 - PAY PERIODS

- 3.1 Each pay period shall cover fourteen (14) consecutive calendar days and shall start on a Tuesday and end with the second Monday thereafter. Employees and officers shall be paid for each hour of pay status and other compensation nine (9) calendar days following the last day of the pay period. If a holiday falls on said day, payment shall be made on the preceding working day.
- 3.2 Each payroll shall be approved by the County Auditor before any salaries or wages provided for herein are paid.

SECTION 4 - SALARY SCHEDULE

Each salary range shall consist of nine (9) salary steps, which shall be known as Steps A, B, C, D, E, F, G, H, and I. Each step shall be expressed in cents per hour. The salary range for each class which is allocated to a salary range is listed in Table I for Unrepresented Administrative Management, Unrepresented Confidential and other Unrepresented classes in terms of cents per hour at Step A. The salary range for classifications represented by recognized employee organizations is listed in the appropriate Memorandum of Understanding. Unrepresented extra-help employees in classifications which are represented shall be paid on the same salary range as listed for the represented employee in the same class. A table shall be published setting forth the value of each step of each salary range.

4.1 Salary Ranges

Salary Ranges are shown in Table I will be updated annually prior to their effective date to reflect the following increases at the "A" step, on the following effective dates: 3.5% on 6/24/03; 3.5% on 6/22/04; 3.5% on 6/21/05; 3.5% on 6/20/06; and 3.5% on 6/19/07. If the Board of Supervisors authorizes a higher cost of living adjustment for other labor organizations effective on or after

6/21/05, the Board shall adjust the cost of living adjustments as provided for by Resolution #97-0514.

4.2 Flat Rates

The salary for each class, which is to be paid at a flat rate, is listed in Table II in terms of cents per hour of the flat rate or at the annual salary for the class.

4.3 Base Hourly Rate

The base hourly rate for each employee whose class is allocated to a salary range shall be the hourly rate for the step of the salary range at which he or she is paid.

4.4 Pay Status

Each employee shall be considered to have pay status whenever the employee is at work, absent on a paid holiday, or absent on leave with pay, or absent on authorized compensatory time off.

SECTION 5 - ALLOCATION OF POSITIONS

5.1 Number of Positions

The number of allocated full-time or part-time positions in each County department or budgetary division shall be determined by the Board of Supervisors as a part of its adoption of the County Budget or of amendments thereto.

5.2 Allocation List

The Director of Human Resources shall provide for maintenance of a Departmental Allocation List which shall contain the number of permanent positions which have been or may hereafter be allocated to each County department or budgetary division in accordance with this Section, and which shall state the classification of each such position. The County Administrator is hereby authorized to approve amendments to the Departmental Allocation List in accordance with Board Ordinance No. 70506, October 20, 1981.

5.3 Substitute Position

Each position, which is contained on said Departmental Allocation List, may be filled by the employment of a qualified person in the class in which the position is authorized. With approval of the Director of Human Resources, it may be filled on a substitute basis by the employment of a qualified person in a closely related class which is allocated to the same or a lower salary or salary range.

5.4 Dual Position

With the approval of the County Administrator and the Director of Human Resources, a position vacated, or to be vacated, through retirement or other separation of an employee, or which is occupied by an employee who is receiving compensation pursuant to Section 4850 of the California Labor Code, or which is occupied by a person on an extended leave of absence, may be filled as a dual position prior to the date of separation, and thereafter for the duration of the unused leave or overtime which is paid to the employee upon separation or of the leave of absence of the employee.

5.5 Extra-Help

Department Heads may employ extra-help employees in accordance with established employment procedures and the Rules of the Civil Service Commission and within authorized budgetary appropriations for such employment.

SECTION 6 - BOARDS and COMMISSIONS

6.1 NSCAPC Board

Each member or alternate member of the Northern Sonoma County Air Pollution Control Board shall receive seventy-five dollars (\$75) for each meeting and/or session thereof of such board or commission attended as such member or alternate provided, however, that the maximum compensation which any member of said commission or board may receive for attendance at meetings on one calendar day shall be seventy-five dollars (\$75).

6.2 Board of Building Appeals

Each member of the Board of Building Appeals shall receive twenty-five dollars (\$25) for each meeting attended by such member, but not for more than one meeting in any one calendar month.

6.3 Retirement Board

Each member of the Retirement Board shall receive one hundred dollars (\$100) for each meeting attended by each member, provided that employees and Elected Officials of the County of Sonoma shall not receive such compensation, and that the maximum compensation which any member of the Retirement Board shall receive in one month shall not exceed five hundred dollars (\$500) per Government Code Section 31521.

6.4 BZA, Planning Commission, and Civil Service Commission

Each member of the Civil Service Commission, the Board of Zoning Adjustment, the Planning Commission, and the Local Agency Formation Commission shall receive seventy-five dollars (\$75) for each half day and one hundred twenty-five dollars (\$125) for each full day per diem for each meeting day of such board or commission attended by such member. A member of the Board of Supervisors of the County of Sonoma who serves as a member or alternate member of the Local Agency Formation Commission shall not receive such compensation.

6.5 Assessment Appeals Board

Each member of the Assessment Appeals Board and Assessment Hearing Officer shall receive one hundred twenty-five dollars (\$125) for each full day meeting of said board attended by the member. Half-day meetings shall be compensated at the rate of seventy-five dollars (\$75), and shall be scheduled only to conduct deliberations on appeals under submission, to conclude hearings which could not be completed within one calendar day, or in the event there are too few appeals scheduled to fill a regular calendar day.

6.6 Other Boards and Commissions

Other Boards and Commissions shall be compensated as provided by resolution of the Board of Supervisors.

6.7 Mileage and Expenses

In addition to the amounts provided above, as reimbursement for use of any motor vehicle not owned by the County, each member of the enumerated boards and commissions in this Section 6 shall receive the sum per mile which is allowed by this Resolution to officers, deputies and employees of the County for each mile actually and necessarily traveled in performance of official duties, and such additional reimbursement for actual expenses as shall be provided by resolution of the Board of Supervisors.

6.8 Recruitment and Retention Bonus

With the recommendation of the Director of Human Resources and County Administrator, the Board of Supervisor's may designate by Resolution a recruiting and retention bonus for difficult to recruit and retain classifications when there is a tight labor market for the class, more than one vacancy exists, and/or previous recruitments have been unsuccessful.

6.9 Candidate Travel Reimbursement

- a) With the recommendation of the Director of Human Resources and the appointing authority, the County Administrator may authorize the Auditor to reimburse certain travel expenses for finalist candidates for selection interviews. The reimbursement may cover airfare, automobile mileage or rental fee up to the value of the equivalent airfare, and hotel costs up to a maximum of \$1,000. The travel must be of more than 200 miles from Santa Rosa and have the pre-approval of the County Administrator's Office to qualify for this reimbursement.
- b) Candidates for department head recruitments and select senior management recruitments, as determined by the County Administrator, will be reimbursed for airfare, automobile mileage or rental fee up to the value of the equivalent airfare, and hotel costs at the oral interview stage and at subsequent final selection interviews with the appointing authority. The reimbursement will be based on the lowest cost airfare available and the County will select the hotel with reasonable rates. The reimbursement for these individuals will be based on the actual allowable costs incurred.

6.10 Keeper

Keepers will be paid in accordance with the statutory provisions of Government Code Section 26726.

SECTION 7 - ADMINISTRATION OF SALARY SCHEDULE

7.1 Salary Upon Employment

- a. Except as otherwise provided herein, appointment to any position in any class shall be made at the minimum rate, and advancement to rates greater than the minimum rate shall be within the limits of the salary range for the class.
- b. In exceptional cases after reasonable effort has been made to obtain employees for a particular class at the minimum rate, employment of individuals who possess special qualifications higher than the minimum qualifications prescribed for the particular class may be authorized at a higher rate than the minimum upon recommendation of the appointing authority with the approval of the County Administrator. Effective February 5, 2002, the appointing authority may authorize an advanced step salary placement through Step E. County Administrator approval continues to be required for advance step placements for Steps F through I.

7.2 Reappointment Consideration

A full-time or part-time employee who resigns in good standing and is reappointed on a full-time, part-time, or extra-help basis in the same or closely related class in the same or in a lower salary range within five (5) years of resignation, shall not be paid less than two (2) steps below the step paid at the time of resignation. Approval of the County is only required if the person is rehired at a step which exceeds the step paid at the time of resignation. Effective February 5, 2002, the appointing authority may authorize an advanced step placement through Step E. County Administrator approval continues to be required for advance step placements Steps F through I.

7.3 Extra-Help to Permanent and Extra-Help to Extra-Help Appointments

- a. An extra-help employee who is appointed to an allocated part-time or full-time position in any class and without a break in service, shall be paid at a step in the appropriate salary range which is nearest in the amount to that of the step received while employed in the extra-help position. Employment at a higher salary step not to exceed the maximum of the range may be authorized upon recommendation of the appointing authority and approval by the County. Effective February 5, 2002, the appointing authority may authorize an advanced step placement through Step E. County Administrator approval continues to be required for advanced step placements for Steps F through I.
- b. An extra-help employee who is appointed to another extra-help job without a break in service shall receive the salary rate step in the new range which is closest to but not exceeding the rate paid in the former range. This provision does not apply to extra-help employment in more than one extra-help position.
- c. When an extra-help employee returns within one year from the date of termination to the same position, which the employee previously occupied or to a similar position paid on the same salary range, the employee shall receive the same step of the range as the employee received upon separation. Such employee shall be considered for merit increase when the employee's total hours in pay status before and after separation and restoration equal the number of hours required for a merit increase.

7.4 Salary Upon Restoration

Any full-time or part-time employee displaced, laid off, or voluntarily demoted in lieu of layoff and reappointed within two (2) years in the same class from which separated or in a closely related class in the same salary range, or in a lower salary range than the class from which separated shall be paid at the same step in the salary range as the employee was paid at the time of displacement, layoff or voluntary demotion, or the step of the range which is closest to but not exceeding the rate the employee is currently being paid as a County employee, whichever is greater. Such employee shall be considered for merit increase when the employee's total hours in pay status before and after separation and restoration equal the number of hours required for merit increase.

7.5 Salary Upon Promotion

- a. Except as otherwise provided herein, any full-time or part-time employee who is promoted to a position of a class allocated to a higher salary range than the class from which the employee was promoted shall receive the salary step rate of the appropriate range which would constitute an increase of salary most closely equivalent to five percent (5%) of the employee's

step rate before promotion, but not less than the minimum salary range for the new class nor greater than the maximum salary of the new class.

- b. If a promotion occurs on the same day a merit increase is due and approved, the merit increase shall be computed first and subsequently the increase due to promotion.
- c. An employee who is promoted shall be considered for a merit increase when the employee's total hours in pay status, exclusive of overtime subsequent to promotion, equals one thousand forty hours (1,040). The effective date of the merit increase shall be in accordance with Section 7.20.

7.6 Advanced Salary Upon Promotion

Upon promotion of a full-time or part-time employee to a new class, appointing authority may recommend to the County Administrator that the person being promoted shall receive a rate of pay that is higher than that to which the employee is entitled but in no way exceeds the top of the range. Effective February 5, 2002, the appointing authority may authorize an advanced salary step placement through Step E. County Administrator approval continues to be required for advance step placements for Steps F through I.

7.7 Salary Upon Demotion During Probation

A full-time or part-time employee who, during the employee's probationary period, is demoted to a class which the employee formerly occupied in good standing during the same period of continuous employment in paid or unpaid status, shall have the employee's salary reduced to the salary the employee would have received if the employee had remained in the lower class. The employee's eligibility for merit advancement shall be determined as if the employee had remained in the lower class throughout the employee's period of service in the higher class.

7.8 Salary Upon Involuntary Demotion

A full-time or part-time employee, to whom the circumstances described in Section 7.7 above do not apply, who is demoted involuntarily to a position of a class which is allocated to a lower salary range than the class from which the employee is demoted, shall have the employee's salary reduced to the salary in the range for the new class next lower than, but not more than five percent (5%) lower than the salary received before demotion, except that such employee will not be paid more than the maximum of the range of the class to which the employee is demoted. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.9 Salary Upon Voluntary Demotion

A full-time or part-time employee, to whom the circumstances described in Section 7.7 above do not apply, who is demoted voluntarily or who displaces as a result of layoff to a position in a class which is allocated to a lower salary range than the class from which the employee is demoted, shall receive the highest salary step in the range for the new class which does not exceed the salary received before demotion, but not exceeding the maximum of the salary for the new class. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.10 Salary Upon Reappointment from Voluntary Demotion

Any full-time or part-time employee who is demoted voluntarily and who is reappointed on a full-time or part-time basis in the same class within two (2) years shall be reappointed at either the

same step the employee received at the time of demotion or the salary step nearest the amount of the employee's present salary step, whichever is greater.

7.11 Salary Upon Temporary Promotion

An employee assigned by the appointing authority to perform the majority of duties of a limited term project position, with the approval of the County Administrator and Director of Human Resources, or to a higher classification to fill a vacancy caused by resignation, termination, promotion, or an approved leave of absence, who meets the minimum qualifications of the higher classification or position and who serves continuously in the higher classification or position for more than fifteen (15) consecutive days of work shall be paid retroactively to the first hour worked and thereafter according to the salary of the range for the new class which would constitute an increase in salary at the step most closely equivalent to five percent (5%) greater than the employee's salary before promotion, but not less than the minimum salary of the new class, or not greater than the maximum salary of the new class or a salary rate assigned to the limited term project position. The employee shall receive this salary as long as the employee continues to serve in such assignment and shall be entitled to receive any authorized increases for the position in accordance with the merit increase section of this Resolution as though the employee had been appointed on the day that the employee began to receive the salary designated for the position.

7.12 Subsequent Reassignment of Temporary Promotion

An employee subsequently reassigned within twenty-four (24) months of the beginning date of the initial assignment to fill a vacancy in the higher position must serve in such capacity for more than three (3) consecutive days of work prior to receiving the salary as described in Section 7.11 above. An employee who is subsequently reassigned within twelve (12) months of the ending date of the most recent temporary promotion, shall be considered for a merit increase in the higher class when the employee's total cumulative hours in the higher class are in accordance with Section 7.19.

7.13 Salary Upon Transfer

A full-time or part-time employee who transfers from one allocated position to another allocated position in the same class or in similar another class to within a maximum of plus or minus 2 1/2% which the same salary range is applicable of the employees current salary range and for which he/she possesses the minimum qualifications, the employee shall continue to receive the same salary step.

7.14 Salary Upon Reallocation of Class

An employee in a position of a class which, is reallocated from one salary range to another, shall continue to receive the same salary step.

7.15 Salary Upon Reclassification of Position - Same Salary

Whenever a position is reclassified to a class, which is allocated to the same salary range, the incumbent shall retain the same salary received prior to the reclassification if the incumbent is appointed to fill the position in accordance with the Civil Service Rules.

7.16 Salary Upon Reclassification of Position - Higher Salary

Except as otherwise provided herein, whenever a position is reclassified to a class which is allocated to a higher salary range, the salary of the incumbent shall be provided by this Section

upon promotion if the incumbent is appointed to fill the position in accordance with the Civil Service Rules.

7.17 Salary Upon Reclassification of Position - Lower Salary

Whenever a position is reclassified to a class, which is allocated to a lower salary range, the salary of the incumbent shall be provided by this Section upon voluntary demotion if the incumbent is appointed to fill the position in accordance with the Civil Service Rules. Whenever the effect of a reclassification is to reduce the salary of an incumbent, the Board of Supervisors may, upon recommendation by the Director of Human Resources, direct that the incumbent shall continue to receive the previously authorized salary until termination of employment in the position, or until a percentage increase in pay may be authorized, whichever occurs first. Appropriate records shall show an incumbent as being paid at a special fixed rate (Y-Rate) of the salary range for the employee's class.

7.18 Merit Advancement

a. Merit Advancement Within Salary Ranges: Merit increases within a range shall not be automatic. They shall be based upon merit and shall be made only upon written approval by the employee's appointing authority. Merit increases shall be made within the appropriate salary range for the class by computing the new salary step rate which is most closely equivalent to two and a half (2 ½), five (5), seven and a half (7 ½), or ten (10) percent higher than the previous base hourly salary subject to the criteria below in 7(b). The usual merit increase for Satisfactory or Exceeds Standards, as documented by a written performance evaluation, shall be five (5) percent. The department head has the option of giving no increase or a two and a half (2 ½) percent increase for less than overall satisfactory performance.

To request a flexible merit increase (any other than 5%, or to award a merit in advance of eligible date), the appointing authority must complete the Flexible Merit Increase form and attach the employee's performance evaluation then forward to the County Administrator for approval. This Section shall not be grievable or appealable under any County resolution, ordinance, policy or practice. An employee whose merit increase is denied by the appointing authority may, upon request, meet and discuss with the appointing authority the reasons for the denial. The decision of the appointing authority shall be final.

b. Special Merit Advancement: Either (1) or (2) can be chosen, but may not be combined. Increase cannot exceed 10% in previous twelve (12) months.

(1) Upon recommendation of the appointing authority and approval by the County Administrator, an employee may be given a five percent (5%) merit step advancement before regularly scheduled as provided in section 7.19. Such special salary advancement shall be documented by an overall Outstanding rating with no areas of improvement needed in the written performance evaluation. Only one such special increase can be given in a 12-month period or in the first 12 months following appointment to the position.

(2) An employee may be advanced in the salary range based on merit at seven and one half percent (7 ½%) or ten percent (10%) increase, documented by an overall Outstanding rating in the written performance evaluation with no areas rated

Improvement Needed. A seven-and-one-half percent (7 ½%) or 10 percent (10%) increase must have the recommendation of the appointing authority and approval by the County Administrator.

7.19 Salary Upon Advancement Within “A” Range

Each employee shall be considered for an initial merit increase when the employee's total hours in pay status exclusive of overtime within the current class equals one thousand forty hours (1,040). Each such employee shall be considered for subsequent merit increases when the employee's total hours in pay status exclusive of overtime, at each step to which advanced, equals two thousand and eighty hours (2,080). Notwithstanding the above, employees in the classification of Student Intern, Law Clerk or Senior Law Clerk may be considered for a merit increase following the completion of each school semester of internship experience with the approval of the Director of Human Resources. This Section shall not be grievable or appealable under any County resolution, ordinance, policy or practice. An employee whose merit increase is denied by the appointing authority may, upon request, meet and discuss with the appointing authority the reasons for the denial. The decision of the appointing authority shall be final.

7.20 Effective Date of Merit Increase

If an employee's date of eligibility for merit increase occurs during the first seven (7) calendar days of the pay period, the employee's increase shall be effective the first day of the payroll period in which the employee was eligible. If the employee's date of eligibility for a merit increase occurs during the second seven (7) calendar days of the pay period, the merit increase shall be effective the first day of the following pay period.

7.21 Salary for Extra-Help Employment on Three Step Range

Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented extra-help employee in a position wherein the salary range is established pursuant to a negotiated Memorandum of Understanding between the County and Operating Engineers, Local 39 shall be paid within a three step system, the steps being E, G, and I of the respective salary range listed in the current Memorandum of Understanding. Appointment to any Unrepresented position shall be made at the minimum rate, i.e., Step E.

7.22 Salary Upon Notice of Retirement

Any Appointed Department Head who has served in that capacity for at least three (3) continuous years, has more than five (5) years of County service, who will be eligible for a service retirement within a one year period, and who delivers to the Clerk of the Board of Supervisors an irrevocable notice of resignation not earlier than one (1) year nor later than six (6) months from the date of such resignation shall receive a five percent (5%) increase in salary effective the beginning of the pay period following the date of delivery of such notice. All other benefits tied to salary or related employee contributions shall be increased proportionately at the same time. The notice of resignation shall be in a form approved by the County Counsel. The resignation shall be deemed accepted and shall be effective on delivery. With the approval of the Board of Supervisors, a resignation may be rescinded at any time prior to the effective date of the resignation. Under such circumstances, the Department Head would be required to repay the County any additional compensation or other increase in benefits authorized hereunder. At the request of the Board of

Supervisors or with its approval, the originally scheduled date of retirement may be extended for any agreed upon period of time. During such extension, the Department Head shall continue to receive the additional compensation authorized hereunder.

7.23 Salary Reduction In Pay Upon Discipline

For a full-time or part-time Confidential or Other Unrepresented employee who has his/her pay reduced in accordance with Civil Service Rule 10.4, the reduction in pay shall apply to regular hours worked, including hours treated as hours worked, currently paid administrative leave, jury duty, military leave and compassionate leave. The rate reduction excludes premiums, overtime, vacation and compensatory time accruals and usage, and vacation, sick and compensatory time pay off. Pursuant to Civil Service Rule 10.4, a reduction in pay shall not exceed five (5) percent of the employee's salary step prior to the reduction and shall not exceed 1040 hours in duration. Section 7.23 does not apply to Administrative Management employees.

SECTION 8 - PREMIUM PAY

8.1 P.O.S.T. Premium Compensation

Each Unrepresented employee in the class of Deputy Sheriff II, Sheriff's Sergeant, District Attorney Investigator I, District Attorney Investigator II, Senior District Attorney Investigator, Welfare Fraud Investigator I, Welfare Fraud Investigator II, Public Defender Investigator I, and Public Defender Investigator II who have been awarded a valid certificate issued by the California Commission on Peace Officers' Standards and Training, shall be eligible for POST premium compensation at the same rate of pay as described in the Memorandum of Understanding representing permanent employees in the same classification.

Effective February 4, 2003, each Sheriff who has been awarded an advanced certificate issued by the California Commission on Peace Officer's Standards and Training (POST) shall be eligible for POST premium compensation upon presentation of said certificate to the County. Each eligible Sheriff who has been awarded a valid advanced certificate shall receive three percent (3%) of base hourly rate thereafter, added to the employee's base hourly rate for all compensation purposes.

The payments set forth in this Article (8.1) shall become effective at the beginning of the first full pay period following the date of eligibility or application for the specified POST premium, whichever date is later.

8.2 Shift Differential

Employees designated as Unrepresented Confidential or Unrepresented shall be entitled to receive shift differential if the employee is assigned to work, and actually works an evening or night work shift.

- a. Shift differential shall be paid only for hours worked on the defined shift. An employee whose shift starts 7 a.m. or later and ends by 7 p.m. shall not be eligible for shift pay.
- b. An employee must actually work more than 50% of his or her shift hours between 2 p.m. and 10 p.m. to receive the evening shift differential premium specified in subsection 8.2(c). An employee must actually work more than 50% of his or her shift hours between 10 p.m. and 8 a.m. to receive the night shift premium specified in subsection 8.2(d).

- c. An additional 5% above the employee's base hourly rate for each hour actually worked on an evening shift.
- d. An additional 10% above the employee's base hourly rate for each hour actually worked on a night shift.
- e. Employees in job classes represented by other bargaining units entitled to receive shift premium pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

Employees in job classes represented by other bargaining units entitled to receive shift pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

8.3 Confidential Employees

Employees designated as Unrepresented Confidential employees shall be entitled to receive a premium pay of eighty cents (\$.80) per hour effective September 13, 2005; eighty-five cents (\$.85) per hour effective June 20, 2006; and ninety cents (\$.90) per hour effective June 19, 2007.

The confidential status premium shall be included as base salary for purposes of retirement, effective October 1, 1991, and deferred compensation effective August 31, 1993.

8.4 Nurse Practitioner

Each Unrepresented employee in the classification of Public Health Nurse I or Public Health Nurse II who meets the minimum qualification for employment as a Nurse Practitioner - Pediatrics or Nurse Practitioner-OB/GYN, and who is assigned to perform the duties normally ascribed to the classification of Nurse Practitioner-Pediatrics or Nurse Practitioner- OB/GYN, shall be paid at the salary step of the range for such higher classification which corresponds to the salary step of the employee's salary range for each hour assigned and actually worked at said classification. An entry will be made in the employee's personnel file to document the employee's service as a Nurse Practitioner.

8.5 Bilingual Pay

When a Department Head designates an Unrepresented Administrative Management position or Unrepresented Confidential position or an Unrepresented position which requires bilingual skills on the average of at least ten percent (10%) of the employee's work time, such an employee in the designated position shall first demonstrate a language proficiency of job-related terminology acceptable to the Department Head and the Director of Human Resources . Thereafter, the employee shall be entitled to the payment of eighty cents (\$.80) per hour of bilingual pay differential for every hour the person actually worked. This bilingual pay differential will increase to the following amounts on the following effective dates: January 21, 2003, increases to ninety cents (\$.90); June 24, 2003, increases to ninety-five cents (\$.95); June 22, 2004, increases to \$1.00. Employees in job classes represented by other bargaining units entitled to receive bilingual pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

8.6 Termination of Bilingual Premium Pay

When a department head determines that a ¹³designated bilingual employee is no longer utilizing

his/her bilingual skills at least 10% of the employee's time for three consecutive pay periods, said employee may be removed from the list of designated bilingual employees. Thereafter, the employee will no longer be entitled to receive bilingual Premium Pay, unless re-designated by the department head at a later date.

8.7 Bilingual Pay - Daily Assignment

When (a) a department head has designated an Unrepresented/Confidential position which requires bilingual skills on the average of at least 10 percent (10%) of the employee's work time, and (b) an employee has been assigned on an on-going basis to carry out such assignment, and (c) the employee so assigned becomes absent by virtue of temporary leave such as sick leave, vacation, or compensatory time off, then the department head may assign an employee to carry out the required bilingual duties of the assigned position on a daily basis. This back-up person, having first demonstrated a proficiency of job-related terminology acceptable to the department head and the Director of Human Resources, shall be entitled to the bilingual premium specified in Article 8.5 per hour for all hours actually worked in a daily assignment.

8.8 Extra-Help Employees

Each Unrepresented extra-help employee in the class of Occupational Therapist I, Occupational Therapist II, Physical Therapist I and Physical Therapist II shall be paid a premium of ten percent (10%) above the employee's base hourly rate.

8.9 Premium Pay for Detention Facilities

An Unrepresented extra-help employee in a classification represented by Engineers and Scientists of California (ESC) who is assigned to work in a detention facility shall receive the premium pay specified in the ESC current contract above the employee's base hourly rate for all hours worked in the detention facility. Only those detention facilities listed in the Engineer's and Scientist contract under Article 12.7 are eligible for this premium.

8.10 Patient Care Manager/Family Nurse Practitioner Certified

When required by a position, as determined by the appointing authority, an employee in the class of Patient Care Manager who is certified as a Family Nurse Practitioner (FNP) shall be paid as a Patient Care Manager/FNP, as specified in Table I.

8.11 LAFCO Premium Pay Assignment

An employee in the job class of Administrative Analyst II or Administrative Analyst III who is assigned as the LAFCO Executive Officer shall be paid a premium of three percent (3%) above the employee's base hourly rate.

8.12 Facilities Assignment Premium Pay

When an Office Support Supervisor Confidential or a Senior Office Support Supervisor Confidential in the Human Services Department is assigned by the department head or designee to building/facility maintenance tasks such as liaison with landlords, security firms, management of building equipment, pool cars or other related tasks and these tasks require twenty-five percent

(25%) or more of his/her time, he/she will receive a premium pay five percent (5%) above the employee's base hourly rate for all hours in pay status, effective July 23, 2002.

SECTION 9 - STAND-BY

9.1 Stand-By Defined

Stand-by duty requires that an employee be designated by the appointing authority, be ready to respond as soon as possible, be reachable by telephone or pager, be able to report to work in a reasonable amount of time, and refrain from activities which might impair their ability to perform assigned duties. An Unrepresented Confidential or Unrepresented employee who is released from duty and is assigned by the department to be on stand-by, shall be eligible for stand-by pay at the rate of twelve percent (12%) of the I Step of Maintenance Supervisor I classification per hour for every hour the employee stands by except as provided below.

An employee of the Information Systems Department in the Technical Services Division, Work Group Support Division and Applications Maintenance Division only, assigned to standby duty shall receive \$4.30 per hour premium pay for each hour the employee actually stands by. The employee shall receive this compensation for being on standby and for processing any related paperwork.

Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented extra-help employee in a position wherein the salary range is established pursuant to a negotiated Memorandum of Understanding between the County and other unions shall be paid at the same rate of pay as other employees in the bargaining unit for each hour assigned to stand-by with a minimum eight (8) hour stand-by assignment. No stand-by shall be considered as time worked. In no case shall an employee continue to receive standby pay once called back to work.

9.2 Call-Back

Unrepresented Confidential employees and Unrepresented employees who are called back to work after having completed the normal shift and after having left the work site, shall be entitled to receive a minimum of two (2) hours at time and one-half or overtime accrual for the actual time worked, whichever is greater. Notwithstanding other provisions of this Resolution, each person employed as an Unrepresented extra-help employee in a position wherein the salary range is established pursuant to a negotiated Memorandum of Understanding between the County and other Unions shall be paid at the same rate and manner as other employees in the bargaining unit when called back. Time worked, for which the employee is entitled to compensation, shall include reasonable travel time to and from the employee's residence via the shortest commonly traveled route. For purposes of computing statutory overtime, only time actually worked and travel time shall be considered.

9.3 Phone Work Compensation

With the appointing authority's approval, an Unrepresented employee or an Unrepresented Confidential employee may be called upon to resolve work related problems by telephone without having to return to the work site. Such work shall be treated as time worked. Compensation for such work shall be a minimum of one (1) hour of overtime compensation for any and all telephone calls received or made within that one (1) hour period. In the event a later telephone call is received after the prior one hour of telephone work time, and the call required the employee to again resolve work-related problems by telephone, the employee shall be paid for an additional

one hour of pay for all telephone calls received within that next hour. Phone work performed during a regularly scheduled telecommuting assignment is not eligible for payment under this section.

SECTION 10 - MILEAGE REIMBURSEMENT

10.1 Mileage Reimbursement

An employee designated as Unrepresented Confidential, Unrepresented Administrative Management or Unrepresented who is authorized to and does provide a motor vehicle for travel required of the employee in the performance of official duty shall be reimbursed at the standard IRS business mileage rate.

10.2 Automobile Expense Reimbursement - Department Heads, Assistant County Administrator and Presiding Judges

Notwithstanding Section 10.1, effective December 10, 2002, the Assistant County Administrator and all non-elected Department Heads who do not have permanent overnight assignment of a County vehicle shall receive a flat rate two hundred fifteen (\$215) per pay period as reimbursement for all private vehicle mileage on official County business. Elected Department Heads who do not have permanent overnight assignment of a County vehicle shall receive a flat rate of three hundred twenty dollars (\$320) per pay period as reimbursement for all private vehicle mileage on official County business. Department Heads who currently have permanent overnight assignment of a County vehicle may elect to receive the automobile allowance in lieu of such assignment. Permanent assignment of an automobile will only be available to new Department Heads by Board approval if specifically required by the emergency nature of the position. Such officials receiving the flat rate reimbursement may, in addition, receive mileage reimbursement at the rate specified in Section 10.1 for mileage driven outside the boundaries of Sonoma County. Travel expenses to destinations served by common air carrier from San Francisco or Oakland International Airports shall be compensated at the lesser of the mileage reimbursement rate or the least expensive airfare to the destination. Officials receiving the flat rate reimbursement shall file necessary documents in accordance with instructions from the Auditor-Controller. Officials receiving the flat rate reimbursement shall not use County vehicles on official County business except as required in extraordinary circumstances.

SECTION 11 - CLOTHING AND EQUIPMENT

11.1 Issuance

The Board of Supervisors may by resolution provide for the issuance to employees of specific classes or departments of specific items of clothing or equipment which may be required in the performance of their official duties.

11.2 Personal Property Reimbursement

Upon recommendation of the appointing authority, the County, in accordance with Government Code Section 53240, shall provide for payment of the costs of replacing or repairing property or prostheses of an employee, such as eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee when any such items are lost or damaged in

the line of duty without negligence by employee. If the items are damaged beyond repair, the actual value of such items may be paid. The value of such items shall be determined as of the time of the loss thereof or damage thereto in accordance with the Personal Property Claims Guide as provided by Board of Supervisors Resolution No. 56420, dated January 18, 1977, and as amended by Board of Supervisors Resolution No. 90-0721 dated April 24, 1990.

11.3 Safety Shoes/Boots

Extra-Help Park Ranger Assistants shall have the option once in each two-year period to receive a voucher toward the purchase of safety shoes or boots. All vouchers shall be issued at \$156.00 for full boots and \$90.00 for safety shoes.

SECTION 12 - STAFF DEVELOPMENT

12.1 Tuition and Textbook Reimbursement

Subject to budgeted funds for this program, full-time and part-time Unrepresented employees who are in allocated positions are eligible for tuition and textbook reimbursement. Upon approval of the appointing authority, an employee may request reimbursement for the following purposes: costs associated with a course approved by the appointing authority; fee payment of a course approved by the appointing authority; fee payment of licenses (not drivers' licenses), re-licensing, or professional certifications which are required for employment in the employee's classification; membership fees in professional or technical organizations which are directly related to the employee's current classification; professional or technical journals; cassettes, books, video tapes, and educational or reference material on computer software (excludes application software which are directly related to the employees current classification). Software shall not be loaded on County equipment without conformance with County Information Systems Department policies. Such requests shall be limited to costs totaling not less than twenty-five dollars (\$25.00). Claims must be submitted by the third Friday in June, of the fiscal year. An employee may submit claims for remaining expenses which total less than \$25.00 by the third Friday of June, of the fiscal year. When an employee requests reimbursement for a course, satisfactory completion must be demonstrated. Except as provided in this Section no expenditure for supply costs, travel, or parking is authorized. No reimbursement shall be authorized for employees who receive, or are authorized to receive tuition reimbursement from another source. Tuition and textbook reimbursement may be used for continuing education courses subject to the provision of Section 12.2. As specified in the chart below, full-time and part-time employees may receive reimbursement under the following provisions. Carry-over funds shall not be cumulative from year to year.

Unrepresented Employees Tuition/Textbook		2002-2003	2003-2004	2004-2005
F/T and P/T .75 & above	Benefit	400	450	500
	Rollover	200	225	250
	Maximum Benefit	600	675	750
Part-Time	Benefit	200	225	250
	Rollover	100	100	100
	Maximum Benefit	300	325	350

Effective August 20, 2002, up to \$100 annually of available textbook and tuition funds may be spent on a qualifying wellness program, including physical fitness programs, gym memberships, smoking cessation, weight loss and stress reduction programs, and excluding physical fitness or athletic equipment, lockers and locks, food or food supplements, recreation/sports lessons, residential dietary/weight loss programs, personal trainer or entry, participation or league fees. Funds spent on wellness are taxable expenses.

12.2 Continuing Education Courses

Unrepresented employees, Unrepresented Confidential employees, and Unrepresented Administrative Management employees in allocated positions are eligible for continuing education courses. Those courses taken on County time must be directly related to the employee's present position or career advancement within the present department, and be approved by the employee's appointing authority. Tuition and textbook reimbursement for Unrepresented employees and Confidential and Management Benefit Allowance funds for Unrepresented Administrative Management and Confidential employees may be approved for use in continuing education courses subject to the provisions of Sections 12 and 13.

12.3 Continuing Education Leave

When a continuing education course is offered during an employee's normal work schedule, the employee may be authorized continuing education leave. Such leave authorization shall be subject to the approval of the employee's appointing authority and must be directly related to the employee's present position or career advancement within the present department. Continuing education leave shall be considered as time worked.

12.4 In-Service Training

Attendance at in-service training courses may be authorized by the appointing authority.

12.5 Payment for In-Service Training

There are three ways the expenses of the program may be paid:

- a. By the County: Expenditures for travel, meals, lodging, registration and other items included annually within the department budget.
- b. By other public or private agencies: Expenditures paid by grants from the State or Federal governments, from private organization or from professional organizations.
- c. By the individual employee: The employee may pay the in-service training expenses in whole or in part from Tuition and Textbook funds (Unrepresented employees only), from Confidential and Management Benefit Allowance, or from the employee's private resources, if the employee requests and receives approval from the appointing authority for paid release time to attend the authorized training.

12.6 In-Service Training Agreement

When attendance of any one course extends over a period in excess of four (4) employee workdays, either consecutive or at regular intervals, and when an expenditure of five hundred dollars (\$500) or more from County funds is required to cover in-service expenses, an employee requesting such training and receiving appointing authority approval, may be required to sign an agreement to reimburse the County for costs of the training, including tuition, books, travel and

living expenses paid by the County, if the employee leaves County employment within one (1) year after completion of the training course. If the employee leaves County employ between one (1) and two (2) years after completion of the training course, the employee will reimburse the County for one-half (1/2) of the in-service training cost. An In-Service Training Agreement shall not be required where, against an employee's expressed desires, a department requires an employee to attend in-service training.

SECTION 13 - CONFIDENTIAL AND MANAGEMENT BENEFIT ALLOWANCE

13.1 Unrepresented Confidential Employees

Each Unrepresented Confidential full-time employee is entitled seven hundred and fifty (\$750) non-taxable dollars and two hundred and fifty (\$250) taxable dollars for each fiscal year (2002–2008) as a Confidential Benefit Allowance. Each Unrepresented Confidential full-time employee is entitled to carry over, into the next fiscal year, no more than two hundred-fifty non-taxable dollars (\$250) in the Confidential Benefit Allowance, except that such carry over shall not be cumulative from year to year. Each Unrepresented Confidential employee, in a position designated as three quarters (3/4) part-time, or part-time, shall be entitled to five-hundred (\$500) non-taxable dollars and one-hundred-fifty (\$150) taxable dollars for each fiscal year (2002 - 2008) as a Confidential Benefit Allowance with a one-hundred-fifty non-taxable dollars (\$150) carry-over permitted.

13.2 Unrepresented Administrative Management Employees

Each Unrepresented Administrative Management employee shall be entitled to a maximum of nine hundred and fifty (\$950) non-taxable and three hundred taxable dollars (\$300) for each fiscal year (2002-2008) as a Management Benefit Allowance. Each Unrepresented Administrative Management employee shall be entitled to carry-over, into the next fiscal year, no more than three hundred non-taxable dollars (\$300) in the Management Benefit Allowance, except that such carry-over shall not be cumulative from year to year. Each Unrepresented Administrative Management employee, who works less than sixty (60) hours per pay period and is designated as part-time, shall be entitled to a maximum of six hundred (\$600) non-taxable dollars and two-hundred (\$200) taxable dollars for each fiscal year (2002 - 2008) as a Management Benefit Allowance. Each such employee is entitled to carry-over into the next fiscal year no more than two-hundred-fifty non-taxable dollars (\$250) in the Management Benefit Allowance, except that such carry-over shall not be cumulative from year to year.

13.3 Pro-Rated Benefit Amount

Employees hired or promoted after January 1st of a fiscal year are eligible for one-half (1/2) of the new allowance. Employees hired or promoted after April 1st are eligible for one-quarter (1/4) of a new allowance. Employees who terminate prior to January 1st of a fiscal year are eligible for one half (1/2) of the annual allowance; employees who terminate between January 1st and March 30th of a fiscal year are eligible for three-quarters (3/4) of the annual allowance; employees who terminate between April 1st and June 30th are eligible for the entire annual allowance.

13.4 Guidelines

The Director of Human Resources and the Manager of Employee Relations shall develop, modify, implement and administer guidelines for the use of the Confidential, Law Enforcement Management and Management Benefit Allowance.

13.5 Non-Grievable

Sections 12.5 through 13.4 of this Resolution shall not be grievable or appealable under any County policy, resolution or rule.

SECTION 14 - DEFERRED COMPENSATION

14.1 Unrepresented Administrative Management and Unrepresented Confidential Employees

The County shall deposit the following percentage of an employee’s bi-weekly base salary into the 401(a) Deferred Compensation account of each Unrepresented Administrative Management employee, Department Head, and each Unrepresented Confidential employee.

The County shall deposit the following percentage of bi-weekly base salary for other Unrepresented employees into their 457 Deferred Compensation account. (Extra-help employees are not eligible for Deferred Compensation; see PST/457 Section 15.25).

	<u>FY</u> <u>2002-03</u>	<u>FY</u> <u>2003-04</u>	<u>FY</u> <u>6/22/04</u>	<u>6/22/04</u> Post New Retirement Plan Implementation
Department Head	5.0%	5.5%	6.0%	5.0%
Administrative Management	4.5%	5.0%	5.5%	4.5%
Confidential Employee	4.0%	4.5%	5.0%	4.0%
Other Unrepresented Employee	1.0%	1.5%	2.0%	1.0%

In order to receive such deferred compensation, each employee must be in pay status for at least fifty percent (50%) of the employee's regular work schedule in a pay period. Nothing herein renders the County liable to any employee for continuance of the current deferred compensation plan in the event of a discontinuance of Internal Revenue Service or Franchise Tax Board approval of any County deferred compensation plan or portion thereof or the employee becoming ineligible to participate in the deferred compensation plan.

Effective June 22, 2004, one percent (1%) deferred compensation will be re-directed towards the 3% at 60 retirement benefit for general members as detailed within Article 36.1 and towards 3% at 50/55 for safety members as detailed within Article 36.2.

14.2 Deferred Compensation - Administrative Fees

Administrative Management, Appointed and Elected Department Heads, and Confidential employees who receive deferred County-paid 401(A) plan benefits shall pay a \$.75 fee per pay period.

SECTION 15 - HEALTH AND WELFARE BENEFITS

15.1 County Health Plan

On January 3, 1990, the lifetime maximum of the County Health Plan will increase to one million dollars (\$1,000,000), and a new drug prescription plan will be implemented.

Effective July 2, 2003, the following new co-insurance levels will apply to all employees participating in the County Health Plan: 90% (Sutter/PPO); 70% (Out of network); 90% (out of area). Also effective July 2, 2003 all employees agree to \$5 (generic) and \$10 (brand) prescription drug co-pays.

Effective July 14, 2004, the following deductible/maximum out-of-pocket charges will apply to all employees participating in the County Health Plan: \$200 (single) and \$400 (family) deductibles and \$3,000 and \$6,000 out-of-pocket maximums; elimination of the 100% (first dollar) benefits.

The realized savings from these County Health Plan changes, along with employee premium contributions increases, are credited towards the employee cost of the 3% at 60 Retirement program. To maintain the viability of the County Plan, Unrepresented employees agree to work with the County and other employee groups to achieve additional re-design features.

15.2 Utilization Review

The County Health Plan will include a mandatory Utilization Review Program. The County Health Plan will pay for any second surgical opinion or any other diagnostic procedure or service required by the Plan's Utilization Review program. In addition, an employee or enrolled dependent under the plan will not suffer a reduction in plan benefits from Utilization Review procedures as long as the employee or enrolled dependent, or the health care provider for the employee or enrolled dependent, provides proper notice to Utilization Review in accordance with the latter's requirements.

15.3 Health Maintenance Organizations

Until such time as this Provision is amended to provide otherwise, the Kaiser HMO "V" Plan and PacifiCare will be made available to employees through payroll deduction.

15.4 Employee Contribution Toward Health Insurance

The bi-weekly employee contribution for the purchase of the County Health Plan, PacifiCare, or the Kaiser HMO "V" Plan shall be as specified below. Effective the pay dates listed below, the bi-weekly contribution will be:

EMPLOYEE BI-WEEKLY CONTRIBUTION						
	Management			Confidential/Unrepresented		
Effective Date:	7/3/02	2/11/03	7/12/06	7/3/02	2/11/03	7/12/06
PACIFICARE						
Employee Only	14%	15%	16%	14%	15%	16%
Employee Plus One Dependent	14%	15%	16%	14%	15%	16%
Employee Plus Two or More	14%	15%	16%	14%	15%	16%
KAISER "V" PLAN						
Employee Only	14%	15%	16%	14%	15%	16%
Employee Plus One Dependent	14%	15%	16%	14%	15%	16%
Employee Plus Two or More	14%	15%	16%	14%	15%	16%
COUNTY HEALTH PLAN						
Employee Plus One Dependent	14%	15%	16%	14%	15%	16%
Employee Plus Two or More	14%	15%	16%	14%	15%	16%

The County will pay the balance of the required premiums of the particular health plan that the full-time employee selects. In addition to the amount specified above, the bi-weekly part-time employee contribution shall be as specified in Section 15.16.

15.5 Health Plan Retirees - Employed Before January 1, 1990

- a) For employees hired before January 1, 1990, and continuously employed without a break in service before retirement (regardless of status in County employment) the County contributes to the cost of a health plan for its retirees and their dependents.
- b) Laid-Off and Restored Employees who were employed by the County prior to January 1, 1990, but who were laid off thereafter shall not be subject to the restrictions of Article 15.6 (Health Plan-Retirees - Employed after January 1, 1990), provided that they are subsequently restored to County employment and rejoin the County retirement system.

15.6 Health Plan Retirees - Employed After January 1, 1990

For any employee who is newly hired or rehired by the County or any other agency covered by this Memorandum after January 1, 1990, this benefit shall only be available upon the employee's retirement under the following circumstances.

a) Employed at least 10 years:

With respect to the retiree, he or she must have been employed with the County for a period of at least 10 years (consecutive or non-consecutive), which may include employment with the County prior to January 1, 1990, and must have been a contributing member (or a contribution was made on their behalf) of the County's Retirement System for the same length of time. Upon meeting these two conditions, the County shall contribute for the retiree only the same amount towards a health plan premium as it contributes to an active single employee in the same manner and on the same basis as is done at the time for other retirees who were hired or rehired before January 1, 1990. The retiree may enroll eligible dependents in the group health plan covering the retiree, but the retiree is responsible for the total dependent(s) premium(s).

b) Employed at least 20 years:

When such an employee has been employed (consecutive or non-consecutive) by the County for a period of at least 20 years, which may include employment with the County prior to January 1, 1990, and has been a contributing member (or a contribution was made on their behalf) of the County's Retirement System for the same length of time the County shall also contribute for one dependent the same amount towards a health plan premium as it contributes to an active employee with one dependent in the same manner and on the same basis as is done at the time for other retirees who were hired or rehired before January 1, 1990. The retiree with twenty (20) or more years of County service may enroll eligible dependents in the group plan covering the retiree, but the retiree is responsible for the total premium cost of more than one dependent.

c) Contribution limit:

In no event shall employees hired or rehired after January 1, 1990 be entitled to receive greater contributions from the County for a health plan upon retirement than the County pays for employees hired or rehired before January 1, 1990 upon their retirement.

d) Appointed and Elected Department Heads Employed at Least Ten Years:

Effective December 10, 2002 the County shall continue to contribute to the cost of health

plans for the eligible Department Head and his or her spouse, domestic partner and/or eligible dependents following said Department Head's service retirement from the County of Sonoma, provided that said Department Head has at least ten (10) years of Sonoma County service at the time of said retirement.

15.7 Health Plan Retirees - Surviving Spouse or Domestic Partner

Upon the death of an enrolled retiree, the County will continue to pay the health plan premium contribution for the eligible surviving spouse or domestic partner who was receiving the County contribution under Article 15.5 or 15.6.

15.8 Dental Benefits

Effective July 4, 2001, the County will provide dental and orthodontic benefits as detailed within Delta Dental Plan 3126-0124*. The following employee contribution will apply: \$9.00 per pay period.

*Delta Dental assigns groups numbers as they see fit, this number may change at any time. The group number in the Salary Resolution refers to the plan selected by the employee groups.

15.9 Vision Care Benefits

The County will maintain the same level of vision care benefits as were in effect on June 29, 1999.

The County will pay the entire cost of the premium for vision care benefits. Effective pay date July 21, 1999, part-time employees will be covered under current vision care program. Employees must participate and must pay their pro-rated contribution, in accordance with Section 15.16.

15.10 Domestic Partner Health, Vision, and Dental Coverage

The County agrees to offer medical, dental and vision coverage for domestic partners who have provided the County with a signed Domestic Partner Affidavit.

15.11 Participation

Election to participate in the County Health Plan or one of the HMO health plans made available through this Resolution, and the Dental Program will take place during the first full pay period following employment, or it shall be made during an annual open-enrollment period of at least three (3) weeks (21 days). Subsequent to the open-enrollment periods, an employee who did not elect to be covered under the County Health Plan may be enrolled at the commencement of any full pay period, after first providing evidence of insurability to the County.

15.12 Long-Term Disability (LTD)

The County will continue to provide a Long Term Disability program and will include part-time employees (0.4 FTE minimum) and will not require the exhaustion of an employee's sick leave before LTD benefits would be paid to an eligible employee. An employee who chooses to use sick leave after the sixtieth (60th) day of disability will not receive any LTD benefits until the employee stops using sick leave. Sick leave cannot supplement LTD benefits. The LTD plan would continue to offset against any outside income, including any Short-Term Disability plan the employee may have available. The waiting period for benefit eligibility will be sixty (60) calendar days and the maximum benefit level will be seven-thousand dollars (\$7,000) per month. The benefit for part-time employees will be sixty-six and two-thirds percent (66-2/3%) of the average salary over the last twenty-six (26) pay periods or the employee's most recent continuous County

service, whichever is less. The LTD plan was modified to add a pre-existing condition clause for employees hired on or after January 1, 1990. The cost of the LTD Program will be entirely paid by the County.

15.13 Continuation of Insurance Contributions During Unpaid Absence or Leave Without Pay

If an employee is on an unpaid absence or goes on Leave Without Pay, either of which reduces the employee's time in pay status to less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will cease to pay its normal benefit contributions. The employee must pay the total benefit premiums if the employee desires to continue any coverage. If an employee is on an unpaid absence or goes on Leave Without Pay, either of which reduces the employee's time in pay status to not less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will continue to pay its normal benefit contributions.

15.14 Medical/Pregnancy Disability Leave

When an employee exhausts all but forty (40) hours of sick leave and goes on medical or pregnancy disability leave without pay, the County will make its normal contribution to the employee's health, dental, vision care, life insurance and LTD benefits for a period not to exceed thirteen (13) pay periods per illness. Beginning with the fourteenth (14th) pay period, the employee will be entitled to continue coverage by paying the full cost of the insurance premiums. Prior to the exhaustion of the thirteen (13) pay periods, the County will provide reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits. An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the thirteen (13) pay periods of entitlement under this Section shall not have the thirteen (13) pay period entitlement reduced for any pay period in which the employee is in pay status for at least fifty percent (50%) of the employee's allocated full time equivalent as specified in this Section 15.14 (Medical or Pregnancy Disability Leave). If the employee returns to medical or pregnancy leave without pay for the same condition, the 13 pay period time frame will continue where it left off and will be reduced only for those pay periods when the employee's pay status hours fall below fifty percent (50%) of the allocated full-time equivalent.

The County's 13 -pay period Medical Leave without pay benefit entitlement shall run concurrent with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL).

The employee's 18-month entitlement under COBRA law shall begin when FMLA/CFRA/CPDL has been exhausted and the employee goes on an unpaid leave which is less than 50% of the employee's allocated hours. When an employee returns to work and has at least 50% of the employee's allocated full time equivalent in pay status in any pay period and subsequently goes out on Medical or Pregnancy Disability Leave, the 18-month COBRA time period starts over again. A new 18-month COBRA period begins again from the pay period in which the employee has a reduction of hours below fifty percent (50%) of the employee's allocated full time equivalent as this would constitute a new qualifying event under COBRA.

15.15 Employee Notification Obligations

An employee who is entitled to continued benefit coverage as specified in 15.13 and 15.14, must notify the Auditor-Controller no later than five (5) County business days after the first (1st) day of the leave of absence, of the employee's intent to continue insurance coverage. The employee must apply for a leave by completing a Leave of Absence Form. If the Department authorizes the leave, the Department shall forward the completed Leave of Absence Form to the Auditor-Controller's Office.

To assure continued insurance coverage, premiums shall be paid by the employee to the Auditor-Controller's office no later than the last day of the pay period. This premium provides coverage for the two (2) week period from the next pay date. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one reminder notice. In order to reinstate coverage, the employee shall pay a ten-dollar (\$10.00) late charge in addition to the premium amount by the date specified in the reminder notice. Only one reminder notice will be sent. If the employee fails to make proper payment to the Auditor-Controller by the end of the second pay period, the employee's continued health, dental, vision, life insurance and LTD coverage shall be terminated. Under no circumstances will the County be obligated to pay premiums for dependent coverage under Sections 15.13 and 15.14.

15.16 Part-Time Benefits

- a. Part-time employees shall be eligible to participate in the health insurance program, vision care program and/or the dental program on a pro-rata basis. Pro-ration shall be based on the number of hours worked in the pay period. Election to participate in the health and dental programs shall be made during the first full pay period of employment. In addition, part-time employees may utilize the procedures specified in Section 15.11.
- b. Any part-time employee receiving full-time insurance benefits on June 30, 1983 shall continue to receive those benefits.
- c. An Unrepresented Administrative Management and Unrepresented Confidential employee, whose regularly assigned work schedule is sixty (60) hours or greater in a bi-weekly pay period, shall receive Health Insurance, Dental Insurance, and Vision Care as if the employee were a full-time employee. Said employee shall receive Life Insurance and Long Term Disability Insurance in accordance with the employee's regularly assigned schedule.
- d. Except for employees referred to in this Section 15.16 (b) and (c), part-time Unrepresented Confidential, part-time Unrepresented Administrative Management, and other Unrepresented part-time employees shall not be eligible to participate in the County's Life Insurance Program.

15.17 Temporary Disability Indemnity

An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury, compensable by temporary disability indemnity shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular base salary as follows:

- All sick leave shall be taken until the remaining sick leave balance is forty (40) hours or less.
- Once the sick leave balance is forty (40) hours or less, the employee may elect to

supplement by taking any combination of the remaining sick leave, vacation, and or compensatory time off up to his/her base salary.

- Employees whose sick leave balance is forty (40) hours or less may also elect not to supplement at all.

An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

15.18 Claims Dispute Resolution

- a. Employees shall utilize the appeal procedures in the County Health Plan for any disputes concerning a claim payment.
- b. Any dispute by an employee over a claim processed through the Delta Dental Plan of California contract (or its successor) shall be a matter to be resolved solely between the employee and the respective organization. The County will bear no responsibility for resolving such a dispute.
- c. Outside Provider Plan: The Provider Claims Dispute process is described in the Plan Document. The County Risk Management Division will assist employees with claims dispute processing related to the County's outside LTD provider.
- d. Any dispute by an employee over a claim processed through the PacifiCare or the Kaiser HMO shall be a matter to be resolved solely between the employee and the respective HMO. The County will bear no responsibility for resolving such a dispute.
- e. Any dispute by an employee over a claim processed through worker's compensation shall be resolved solely through the appropriate appeal procedures of that system.

15.19 Plan Documents or Contracts Controlling

While mention may be made in this Resolution of various benefits and provisions of benefit programs, specific details of benefits provided under the County Health Plan or a HMO Plan, the dental, vision, life, worker's compensation and long term disability programs shall be governed solely by the various plan documents or insurance contracts and/or policies maintained by the County.

15.20 VDT (Video Display Terminal) Eye Examinations

The County will maintain a VDT-User Safety Program related to vision care. Each current or new full-time or part-time Unrepresented Administrative Management, Unrepresented Confidential employee and Unrepresented employee who is assigned to use as a part of their regular job assignment a VDT for twenty hours (20) per week or more on an ongoing basis will be entitled to the VDT benefit.

Full-time and part-time employees eligible under this Section 15.20 will receive a VDT eye examination and, if prescribed, special VDT lenses and frames through arrangement with the Vision Service Plan (VSP). VDT examinations can only be performed by a VSP member eye-care provider.

Full-time VDT operators eligible for the VDT benefit must include their VDT eye examination with the annual VSP eye examination. Effective September 1987, part-time employee VDT operators eligible for the VDT benefit will be provided, through a VSP eye-care provider of the

employee's choice, an annual VDT eye examination and, if prescribed, special VDT lenses and frames at no cost to the employee.

15.21 Tax-Deferred Retirement Contribution - 414(h)(2)

All employees who belong to the retirement system shall continue to have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code which will have the effect of deferring Federal and State income taxes on the employee's retirement contributions.

15.22 Health Care Premium Conversion Plan

Effective January 3, 1990, all employees who have health, dental or vision insurance premium contributions deducted from their salary, shall have their taxable wages adjusted according to Section 125 of the Internal Revenue Code, which has the effect of diverting health care premium contributions from taxable wages.

15.23 Health Care Reimbursement Account

Effective January 1, 1991, under Internal Revenue Code Section 105, an account will be made available to enable eligible employees to use pre-tax salary set aside for reimbursement or covered under health or dental insurance plans. Such expenses include deductible, co-pays, and qualified medical expenses not reimbursed by the employee's health and dental plans.

15.24 Dependent and Child Care Assistance

The County will continue the Dependent and Child Care Assistance plan under Internal Revenue Code Section 129.

15.25 PST/457 Deferred Compensation Retirement Plan

Part-time (less than 20 hours per week) and extra-help employees who are hired on or after October 1, 1991, shall participate in the PST/457 Deferred Compensation Retirement Plan authorized by IRS Code 457 in lieu of Social Security.

The County shall contribute to the employee's PST/457 deferred compensation account according to the following schedule:

<u>FISCAL YEAR</u>	<u>EMPLOYEE</u>	<u>COUNTY</u>
2002-2003	4.0%	3.5%
2003-2004	4.0%	3.5%
2004-2005	4.0%	3.5%
2005-2006	4.0%	3.5%
2006-2007	3.5%	4.0%
2007-2008	3.5%	4.0%

The Sonoma County Water Agency employees are not included in the PST/457 Deferred Compensation Plan as they are presently covered by Social Security.

15.26 Health, Dental & Vision Benefits – Extra Help Employees

Only benefits required by law and the following sections of Article 15 apply to extra help employees: 15.18 Claims Dispute Resolution; 15.19 Plan Documents of Contracts Controlling; and Sections 15.26.1 through 15.26.7.

15.26.1 Health Benefits - Extra-Help Employees

Effective on the first pay date in July 2003, extra-help employees shall have access to a Kaiser Permanente Health Plan #38655 with Optical through the Health Care Employees/Employer Dental Medical Trust. This plan has a \$15 office co-pay and \$10 Prescription co-pay. Premiums for the plan will be paid in advance on the first two pay dates of the month prior to the coverage effective date and on the first two pay dates of every month thereafter. When payment has been made in full, coverage will take effect on the first of the month following payment and shall end on the last day of the same month. Coverage will be month to month and is dependent on full payment of premiums and subject to continued eligibility.

15.26.2 Health Benefits -Extra-Help Employees Eligibility

Coverage for those employees meeting all eligibility requirements will be effective beginning July 1, 2003. Payroll deduction for the payment of premiums for such coverage will begin on the first pay date in June 2003. Employees who meet the following criteria will be eligible to begin payroll deductions once all four criteria are met:

- 1) Employed by the County for at least eleven (11) consecutive pay periods, and
- 2) worked at least 440 hours, and
- 3) worked at least 160 hours in the previous four (4) pay periods, and
- 4) must generally work at least forty (40) hours per pay period

15.26.3 Health Benefits -Extra-Help Employees: Contribution Rates

Upon approval of a plan and the initiation of benefits coverage to extra-help employees, the County contribution rate will be implemented in three steps: During the initial period of plan availability and coverage, for each pay period in which an extra-help employee works at least forty (40) hours, the County shall contribute fifty percent (50%) toward the cost of employee only coverage. The employee shall pay the balance of the premiums by pre-tax payroll deduction as allowed by IRS Code Section 125.

Beginning on the first pay date in February 2004, the biweekly County contribution shall increase to sixty-five percent (65%) of the cost of employee only coverage.

Beginning on the first pay date in February 2005, the biweekly County contribution shall increase to eighty percent (80%) of the cost of employee only coverage.

For each pay period in which the extra-help employee works more than twenty (20) but less than forty (40) hours, the above amounts shall be prorated in proportion to the number of hours worked in the pay period.

15.26.4 Health Benefits – Extra-Help Employees: Employee Obligation for Continued Coverage and Conditions for Regaining Eligibility

An extra-help employee who is enrolled in the health plan who fails to work at least twenty (20) hours in any pay period in which a premium deduction was due, will be eligible to contribute toward the health coverage by paying the full amount of the premiums by payroll deduction if sufficient funds are available to fully cover the deduction. Premium payments not paid by payroll deduction will be due in the Auditor-Controller's Payroll office by the last day of the pay period in which there were insufficient hours worked.

A ten-dollar (\$10) late fee will apply for each payment not received by the due date.

Premium payments not paid by payroll deduction but paid directly to the Auditor-Controller's Office may be continued for a maximum of three (3) months or upon the exhaustion of any approved CPDL, CFRA, or FLMA benefit period, whichever is later.

- a. Employees who choose to pay timely premiums directly to the Auditor-Controller's Office by cash or check without a lapse in coverage shall resume premium payment by payroll deduction on the first available pay date following their last cash premium payment without a lapse in coverage.
- b. Employees who choose to lapse their coverage during a period of absence may do so by notifying the Auditor-Controller's Payroll Office in writing no later than seven (7) days after the premium due date. Coverage will be lost for the months not paid. Premium payment by payroll deduction shall restart on the first pay date of a month with sufficient funds to cover the cost of premiums due and shall continue until discontinued by a written cancellation notice, non-payment of premiums, a temporary lapse in coverage in accordance with this section, or separation from employment. Coverage will not restart until a full month's premiums are paid in full.
- c. Employees may choose to cancel their coverage by completing the appropriate forms.
- d. Employees who fail to make any of the above elections or who fail to pay premiums when due shall receive one notice of payment due and shall have their coverage canceled for failure to respond.
- e. The County reserves the right to cancel an employee's active coverage if the employee lapses coverage more than three times, or a similar frequency that is determined to be an administrative burden.

Employees who choose option (c) or are canceled under item (d) or (e) must wait until the next open enrollment period to re-enroll.

An employee who loses coverage under this section may be eligible to elect COBRA continuation of coverage if he or she is no longer eligible to pay premiums directly to the Auditor Controller's Payroll Division.

The failure to pay premiums or the election to lapse or cancel coverage are not COBRA qualifying events.

15.26.5 Health Benefits - Extra-Help Employees: Dependent Coverage

Covered employees may purchase dependent coverage for eligible dependents at their own expense through pre-tax payroll deduction as allowed by IRS Code Section 125.

15.26.6 Health Benefits - Extra-Help Employees: Enrollment

Approximately two (2) months prior to the anticipated eligibility date, the County shall provide enrollment materials to the employee. The employee then has twenty-one (21) calendar days to complete and submit the enrollment forms. If coverage is waived upon initial eligibility, election to participate in the health plan can only be made during an annual open enrollment period designated by the County or as required by law.

15.26.7 Health Benefits - Extra-Help Employees: Family And Medical Leave Act (FMLA), California Family Rights Act (CFRA), or California Pregnancy Disability Leave (CPDL) Eligible extra-help employees who are off work on an FMLA, CFRA, or CPDL qualifying leave shall receive a County contribution toward health insurance equal to the average amount received in the two (2) pay periods immediately preceding the first pay period of eligible leave. Employees must pay their share of the health benefits in order to maintain coverage and to continue to be eligible for a County contribution. Employees must file an Extra Help CFRA/FMLA/CPDL Request for Leave form along with appropriate medical documentation with their department. Upon approval, the leave form signed by the employee and his/her appointing authority shall be forwarded to the Auditor-Controller's office.

An employee who is eligible for this continued benefit shall notify the Auditor-Controller's Payroll Division of the employee's intent to continue insurance coverage no later than five (5) County business days after the first day of the leave.

To ensure continued insurance coverage, premiums shall be paid by the employee to the Auditor-Controller's office no later than the last day of the pay period for which premiums were due. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one reminder notice. In order to reinstate coverage, the employee shall pay a ten-dollar (\$10) late charge in addition to the premium amount by the date specified in the reminder notice. Only one reminder notice will be sent. If the employee fails to make proper payment by the end of the second pay period, the employee's continued health insurance shall be terminated.

The employee will not regain eligibility until he/she has worked four (4) consecutive pay periods with forty (40) or more hours worked in each. Under no circumstances will the County be obligated to pay premiums for dependent coverage.

15.27 Dental and Vision Benefits for Elected Department Head Retirees

Effective December 10, 2002, an Elected Department Head who has served a minimum of eight (8) years of Sonoma County service shall be entitled to receive for himself/herself and his/her spouse, domestic partner and/or any eligible dependents, dental and vision benefits under the same circumstances and upon the same conditions that apply to his/her entitlement to receive health benefits, those in effect just prior to their retirement, and after a service retirement from their respective office.

SECTION 16 - LIFE INSURANCE

16.1 Confidential Employees

Each Unrepresented Confidential employee who is regularly scheduled to work at least sixty (60) hours per pay period shall be entitled to receive a term life insurance benefit equal to one-and-one-half (1-1/2) times the annual salary computed on the basis of 26.089 times the bi-weekly salary in effect at the time of death.

16.2 Administrative Management Employees

Each Unrepresented Administrative Management employee who is regularly scheduled to work at least sixty (60) hours per pay period shall be entitled to receive a term life insurance benefit equal to two (2) times the annual salary computed on the basis of 26.089 times the bi-weekly salary in effect at the time of death.

16.3 Unrepresented Employees

Each Unrepresented employee who is regularly scheduled to work sixty (60) hours or more per pay period shall be entitled to receive a term life insurance benefit in the amount of ten thousand dollars (\$10,000).

16.4 Dependent Coverage

Each eligible and enrolled employee may purchase through payroll deduction, dependent coverage of five thousand dollars (\$5,000) for each eligible dependent. Details of coverage shall be as specified in the insurance contract.

16.5 Supplemental Coverage

An open-enrollment period will be held each year to allow eligible and enrolled employees to purchase additional life insurance coverage for themselves at their own expense through payroll deduction. Details shall be provided during the open-enrollment period and as specified in the insurance contract.

SECTION 17 - ANNUAL MEDICAL EXAMINATIONS

Each Unrepresented Administrative Management employee and Unrepresented Confidential employee who has a regular work schedule of at least sixty (60) hours per pay period shall be eligible to obtain a complete annual medical examination from the County's occupational health provider paid in full by the County. These examinations should be scheduled not less than one year apart.

SECTION 18 - MEALS AND LODGING

18.1 Probation and Sheriff's Departments

Employees of the Probation Department and the Sheriff's Department may, at the direction of the appropriate appointing authority, receive lodging and/or meals at County expense while on duty at any of the detention facilities.

18.2 Emergency

An appointing authority may arrange for meals to be provided at County expense to employees who are required to be kept on duty for prolonged periods of time or for emergency situations.

18.3 Sonoma County Fairgrounds

The appointing authority may prescribe that the duties of employees of the Sonoma County Fairgrounds include work with special events held at the Fairgrounds and periodic inspection of the Fairgrounds during the day and night. Such employees who are assigned and regularly perform such duties, may be provided by the appointing authority, to the extent that such facilities are available, temporary quarters at the Fairgrounds for the occupancy of themselves and their immediate families.

18.4 Excluded from Rate of Pay

The cost of this meal and lodging benefit shall not be added to the employee's base hourly rate in computing the employee's regular rate of pay so long as similar employees in represented positions have had this benefit excluded from their regular rate of pay under the terms of a bona fide Memorandum of Understanding.

SECTION 19 - SABBATICAL LEAVE

19.1 Requirements

An appointing authority, within his/her sole discretion, may allow an Unrepresented Administrative Management employee a sabbatical leave from the employee's position with the County for a period not to exceed six (6) calendar months. Prior to commencing the leave, the employee must have served the equivalent of seven (7) years of full-time service in pay status in a position or positions designated by the County as Administrative Management. Each subsequent sabbatical leave shall require the equivalent of an additional seven (7) years of similar service. Any unpaid absence from work which lasted longer than two (2) full pay periods shall not be counted in the qualifying period.

19.2 Approval

An Unrepresented Administrative Management employee must apply for the sabbatical leave in writing to the employee's appointing authority who shall respond to the request in writing by either approving or disapproving the leave. The decision of the appointing authority is final, non-appealable, and non-grievable under any County policy, resolution or rule.

19.3 Continuation of Benefits

During the sabbatical leave and notwithstanding any other section of this Resolution, the employee shall not receive any regular salary or pay; however, the County shall continue to make its normal contributions for the employee's and their eligible dependents' health, dental, vision care, life, long-term disability benefits, and any other such health and welfare benefits as may be granted Unrepresented Administrative Management employees in the future, as were paid at the commencement of the leave. The employee shall make appropriate payments acceptable to the Auditor-Controller in order to continue coverage during the period of the sabbatical leave.

19.4 Elected County Officials

Elected County officials are not eligible to apply for, nor take, a sabbatical leave under this Section.

SECTION 20 - OTHER COMPENSATION

20.1 Fees

County officers and employees who may collect fees and/or other monies on behalf of the County may retain such fees only when specifically authorized by this Resolution or other resolution of the Board of Supervisors.

SECTION 21- HOURS OF WORK

21.1 Application

Section 21 is intended only as a basis for outlining standards for hours of work, work schedules and a basis for calculating overtime payment.

21.2 Types of Employment

- a. Full-Time: Allocated positions which are regularly scheduled to work eighty (80) hours in a bi-weekly pay period.
- b. Part-Time: An allocated position which is regularly scheduled to work less than eighty (80) hours in a bi-weekly pay period.

- c. Extra-Help: A non-allocated assignment of duties which is defined in the Civil Service Rules.

21.3 Work Schedules

- a. The appointing authority shall establish and modify work schedules for all employees.
- b. Flex-Time Schedule: The appointing authority may assign an employee to a flex-time schedule; if so assigned, an exempt Unrepresented employee or an exempt Unrepresented Confidential employee will be eligible for overtime only when the hours worked exceed eighty (80) hours in a pay period. Non-exempt employees assigned to a flex-time schedule will be eligible for compensation for overtime when required by law or when the employee's pay status hours exceed forty (40) in the employee's regular seven (7) day work period. The appointing authority may discontinue the flex-time schedule and reassign an employee to a normal daily work schedule.
- c. If an Unrepresented Confidential or Unrepresented employee requests in writing a change in schedule for the employee's own convenience and the appointing authority grants the request, the employee shall waive overtime as long as the total number of hours does not exceed eighty (80) in any one pay period. Statutory overtime cannot be waived.
- d. Employees in Unrepresented Administrative Management positions shall work any and all hours necessary in the performance of their assigned duties, without overtime and without regard to fixed work schedules.

21.4 Changes In Schedule

- a. Except in cases where emergency operations require a notice of a change in work schedule arising from other than transfer or promotion, notice shall be given to the affected Unrepresented Confidential or Unrepresented employee not less than seven (7) calendar days prior to the effective date of the change. Failure to give the seven (7) day notice to a full-time employee shall entitle the affected employee to compensation equaling one and one-half (1- 1/2) times the employee's base hourly rate for all hours actually worked on the new schedule which are at variance from the employee's previous schedule until seven (7) calendar days notice is given. However, for each such hour worked that constitutes statutory overtime as defined in Section 22.1, compensation shall be based on the regular rate of pay. If any full-time employee other than Unrepresented Administrative Management has been given seven (7) calendar days advance notice of a shift change and the shift change results in the employee doubling back to work the new shift after leaving the work site, all hours worked on the new shift within the employee's same work day as the former shift will be paid at the employee's base rate, not at overtime, except as otherwise required by law.
- b. Part-Time employees shall not be paid at one-and-one-half (1-1/2) for changes in schedule unless it results in overtime under Sections 22.1, 22.2, or 22.3 of this Resolution.
- c. Consistent with departmental policy, voluntary exchanges in scheduling between employees must be within the same or related work unit and involve persons of comparable classification and ability and must not create overtime compensation as required by federal law. Prior approval of the appointing authority or designee is required for all voluntary exchanges of schedules.

Unrepresented Extra-Help employees in Orenda Center shall waive overtime resulting from this schedule change unless the hours in pay status exceed eighty (80) hours in any one pay period or

unless otherwise required by law. Unrepresented extra-help employees of the Sheriff's Department shall waive overtime resulting from this schedule change unless required by law.

21.5 Rest Breaks

Each Department Head shall grant rest breaks to Unrepresented and Unrepresented Confidential employees, except where unusual operational demands prevent a rest break. Rest breaks will not be unreasonably or consistently denied. Rest periods shall not exceed fifteen (15) minutes in any four (4) consecutive hours of work and shall be considered as time worked.

21.6 Duty-Free Meal Periods

Employees shall be granted a duty-free meal period during each work shift. The duration of the meal period may be not less than thirty (30) minutes nor greater than sixty (60) minutes. Different meal periods may be assigned to different work units in the same County department or division. Duty-free meal periods shall not be considered as time worked.

21.7 Non-Duty-Free Meal Periods

Notwithstanding Section 21.6, above, in those special circumstances where the appointing authority determines a duty-free meal period is not appropriate with the delivery of efficient and productive services to the public, the employee shall be assigned to a non duty-free meal period which shall be considered time worked.

SECTION 22- OVERTIME AND COMPENSATORY TIME

22.1 Statutory Overtime for Non-Exempt Employees

Overtime for the non-exempt employee is divided into statutory overtime and non-statutory overtime. Statutory overtime is all overtime required by the Fair Labor Standards Act. For the regular non-exempt employee it is defined as all hours worked in excess of forty (40) hours in a regular seven (7) day work period; or, for employees with a 7(j) exemption, it is all hours worked in excess of eight (8) in a regular work day or all hours worked in excess of eighty (80) in a regular fourteen (14) day work period. For law enforcement employees with a 7(k) exemption, it is all hours worked in excess of eighty-six (86) in a regular fourteen (14) day work period. For fire fighting employees with a 7(k) exemption, it is all hours worked in excess of two hundred and twelve (212) in a regular twenty-eight (28) day work period.

22.2 Non-Statutory Overtime for the Non-Exempt Employee

Non-statutory overtime for non-exempt employees is defined as hours in pay status in excess of forty (40) hours in a seven (7) day work period or eighty (80) hours in a fourteen (14) day work period; or hours in pay status in excess of the normal full-time daily work schedule established by the appointing authority (in excess of eight (8) hours for the 5/8 schedule, nine (9) hours for the 9/8/1 schedule, or ten (10) hours for the 4/10 schedule and other full-time daily work schedules that may be prescribed by the appointing authority); or any other circumstance except Section 22.1 where overtime pay is provided for non-exempt employees elsewhere in this Resolution. Overtime is also defined as hours actually worked on the seventh (7th) consecutive full (8, 9 or 10 hour) day and any consecutive full (8, 9 or 10 hour) days worked thereafter; however, individual employees may waive such overtime.

22.3 Non-Statutory Overtime For Exempt Employees

Non-statutory overtime for exempt employees is defined as hours in pay status in excess of eighty (80) hours in a pay period; or hours in pay status in excess of the normal full-time daily work schedule established by the appointing authority on a regular work day (in excess of eight (8) hours for the 5/8 schedule, nine (9) hours for the 9/8/1 schedule, ten (10) hours for the 4/10 schedule and other full-time daily work schedules that may be prescribed by the appointing authority); or any other circumstance where overtime pay is provided for exempt employees elsewhere in this Resolution. Overtime is also defined as hours actually worked on the seventh (7th) consecutive full (8, 9 or 10 hour) day and any consecutive full (8, 9 or 10 hour) days worked thereafter; however, individual employees may waive such overtime.

22.4 Assignment of Overtime

- a. An appointing authority may require and authorize an employee to work overtime if such overtime is essential to the continuing efficient operation of the department in which the employee works.
- b. No employee other than an Unrepresented Administrative Management employee shall work overtime unless authorized by the employee's appointing authority.
- c. Except in an emergency, no employee other than an Unrepresented Administrative Management employee shall be required to work in excess of sixteen (16) hours in any 24-hour period.

22.5 Overtime Earned

Except as described within sections 22.13 and 22.14, all overtime shall be earned at the rate of one and one-half (1-1/2) hours for each one (1) overtime hour worked through the twelfth consecutive hour, and after the twelfth consecutive hour, overtime shall be earned at the rate of two (2) hours for each one (1) overtime hour worked. Overtime compensation for non-exempt employees will be payable with compensation for the pay period in which the regular work weekends or later as permissible by law.

22.6 Overtime Compensation for Exempt Employees

Exempt employees shall be compensated for accrued overtime either in cash at the employee's base hourly rate or as compensatory time off.

22.7 Overtime Compensation for Non-Exempt Employees

Non-exempt employees shall be compensated for overtime earned either in cash or as compensatory time off. Statutory overtime shall be compensated in accordance with law utilizing all permissive credits. Non-statutory overtime earned shall be compensated either in cash at the employee's base hourly rate or as compensatory time off.

22.8 Employee Choice on Compensatory Time Off

The employee assigned to overtime and eligible for compensatory time off shall make an irrevocable choice each time such overtime is worked whether to be compensated in cash at the base hourly rate or in compensatory time off until a maximum of forty (40) hours of compensatory time have been accrued. Only Administrative Management employees or Department Heads may request payment for any or all of the employee's current balance of compensatory time off with the employee's normal pay for any pay period.

22.9 County Choice on Compensatory Time Off

The appointing authority in each County department has the right to specify how an employee will be compensated for eligible overtime after forty (40) hours of compensatory time have been accumulated and until a maximum of eighty (80) hours of compensatory time have been accumulated. Once compensatory time hours in excess of forty (40) are accrued the appointing authority will not require the employee to cash them out. At no time, other than separation, shall an employee (who is not Administrative Management or a Department Head) voluntarily or involuntarily "cash out" compensatory time that has been accrued.

22.10 Cash Pay Only

When eighty (80) hours of compensatory time are accumulated, the department will compensate the employee in cash at the base hourly rate for any additional overtime worked.

22.11 Authorization for the Use of Compensatory Time

No employee shall take compensatory time off without prior approval of the employee's appointing authority. The appointing authority shall attempt to schedule such time off at the time agreeable to the employee.

22.12 Payment for Compensatory Time at Separation

Each employee who is separated from County service shall be entitled to payment for accrued compensatory time at the employee's base hourly rate at the time of the employee's separation or as otherwise required by law.

22.13 Overtime In a Board-Designated Emergency

Unrepresented Administrative Management employees shall be eligible for straight-time overtime when working beyond forty (40) hours in a week due to a Board of Supervisors' declared emergency. Such straight-time overtime may be paid in cash upon authorization of the Board of Supervisors. Under no circumstances, except for Emergency Services as detailed in Article 22.14, shall an employee designated as Unrepresented Administrative Management be paid or be compensated in any manner for overtime except under such conditions as may be set forth by the Board of Supervisors.

22.14 Overtime for Exempt Emergency Services Managers

The Emergency Services Manager exempt classifications listed below will be eligible for straight-time overtime for qualifying mutual aid events in excess of twelve (12) hours only if the County is entitled to reimbursement for that employee's time from a third party. Such overtime will be paid at the Department Head's discretion only after the County has received either advance approval for the reimbursement, or the reimbursement itself.

Overtime For Exempt Emergency Services Managers	
Job Class No.	Job Class Title
0780	Emergency Services Coordinator
0784	Emergency Services Information Officer
0786	Emergency Services Operation Officer
4518	Fire Marshall
4516	Fire Services Officer

SECTION 23- HOLIDAYS

23.1 Scheduled Holidays

Paid holidays shall be authorized for only regular full-time and part-time employees. To be entitled to pay for such holidays, an employee must be in pay status on the employee's regularly scheduled workdays before and after the paid holiday. For full time employees, this holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the holiday falls.

Paid Holidays are as follows:

- (1) New Years Day, January 1
- (2) Martin Luther King's Birthday, third Monday in January
- (3) Lincoln's Birthday, February 12
- (4) Presidents' Day, the third Monday in February
- (5) Memorial Day, the last Monday in May
- (6) Independence Day, July 4
- (7) Labor Day, the first Monday in September
- (8) Veteran's Day, November 11
- (9) Thanksgiving Day, as designated by the President
- (10) The day following Thanksgiving Day
- (11) Christmas Day, December 25
- (12) Each day appointed by the Governor of the State of California and formally recognized by the Board of Supervisors of the County of Sonoma as a day of mourning, Thanksgiving or special observance.
- (13) In lieu of a Christmas or New Year's Eve holiday, each full time employee who is in pay status on the last scheduled working day of June and the first scheduled working day of July shall be granted three (3) hours of compensatory time each year which may be taken as time off on a day mutually agreeable to the employee and the appointing authority, or may be accumulated. Subject to the same restrictions as required of full time employees, each part time employee shall be entitled to a prorated number of hours as defined by Section 23.4d.

23.2 Floating Holiday

Each full-time employee who is in pay status on the last working day of June 2002, and the first working day of July 2002, shall be granted eight (8) hours of holiday compensatory time which may be taken as time off on a day mutually agreeable to the employee and the appointing authority, or may be accumulated as compensatory time as provided by this Resolution. Effective August 20, 2002, each full time employee who is in pay status on the last working day of August and the first working day of September, shall be granted six (6) hours of compensatory time which may be taken as time off on a day mutually agreeable to the employee and the appointing authority, or may be accumulated as compensatory time as provided by this Resolution. Each part-time employee shall be entitled to a prorated number of hours as defined in Section 23.4(4). For full time employees, this holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the holiday is credited. Effective June 24, 2003, each full-time employee who is in pay status on the last working day of June and the first working day of July, shall be granted fourteen (14) hours of holiday compensatory time which may be taken as time off on a day mutually agreeable to the employee and the appointing authority, or may be accumulated as compensatory time as provided by this Resolution. Each part-time employee shall be entitled to a

prorated number of hours as defined in Section 23.4(4). For full time employees, this holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the holiday is credited.

23.3 Day Observed

If a paid holiday falls on a Saturday, the preceding Friday shall be the observed holiday in lieu of the day observed. If a paid holiday falls on a Sunday, the following Monday shall be the observed holiday.

23.4 Compensation for Holidays

For the purpose of this Section 23.4, holiday pay is defined as eight (8) hours of pay at the employee's base hourly rate, excluding overtime, shift differential, premium pays or any other pays except as otherwise provided by this Resolution.

- a. An employee regularly scheduled to work on either the actual date of a paid holiday or the date on which the holiday is observed is entitled to receive holiday pay. An employee who is regularly scheduled to work both the actual date of the paid holiday and the date on which the holiday is observed is only entitled to receive one (1) day of holiday pay.
- b. Excepting an Unrepresented Administrative Management employee, an employee who is required to work on a paid holiday shall receive overtime for the time actually worked.
- c. Any full-time employee whose regularly scheduled day off falls on a holiday shall elect to receive 8 hours of compensatory time or 8 hours of paid holiday. This holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the holiday falls. Unrepresented Management employees who must occupy a fixed-post position that requires staffing 24-hours a day, seven days a week, 365 days per year, shall elect to receive a maximum of eight (8) hours of holiday compensatory time or 8 hours of paid holiday for hours actually worked on an assigned holiday as provided in Section 23.1 of this Resolution. In order to receive this benefit, the affected employee must work an entire shift.

Any part-time employee shall, for each holiday in the pay period, receive holiday pay equivalent to one-tenth (1/10) of an hour regularly scheduled to be worked based on the employee's ongoing work schedule. If the employee's total hours in pay status (excluding the holiday benefit) exceeds the hours regularly scheduled to be worked, the employee shall receive holiday pay equivalent to one-tenth (1/10) of an hour for each hour in pay status (excluding the holiday benefit). This holiday pay shall not exceed eight (8) hours for each holiday nor be less than 3.2 hours for each holiday in the pay period.

- e. Extra-Help employees are not covered by Section 23 except for provisions of Section 23.4(b), above.

23.5 Scheduled Holidays - Health Services

Staff of the Department of Health Services' Creative Living Center Program will observe the Veteran's Day and Lincoln's Birthday holidays in accordance with the Santa Rosa Junior College holiday schedule. Under no circumstances would an employee be entitled to both holidays or overtime pay for working on the County holiday while taking off the Santa Rosa Junior College holiday.

SECTION 24 - VACATION

24.1 Maximum Accumulation

Each employee designated as Unrepresented Confidential and Unrepresented, other than extra-help employees as defined in the Civil Service Rules, shall accrue and may use vacation leave with full pay providing that the maximum accumulation shall be no more than two hundred and eighty (280) hours. Each employee designated as Unrepresented Administrative Management shall accrue vacation at the rate specified in the table in Section 24.3, and the maximum accruals are as specified in the same table.

24.2 Part-Time Employees

Part-time employees shall accrue vacation leave on a prorata basis; usage and accrual shall be governed by the same rules and regulations applicable to full-time employees.

24.3 Accrual Rates

Each employee who has completed the following in-service hours shall accrue vacation at the appropriate rate shown below. In-service hours include all hours in pay status up to a maximum of eighty (80) hours in a pay period. In lieu of overtime, during each year Unrepresented Administrative Management employees and Department Heads have seven and 1/2 days (60 hours) of Administrative Leave added to their vacation accrual. Effective December 10, 2002, elected Department Heads shall accrue seventy-seven (77) hours of Administrative Leave. The equivalent days and the maximum accumulation columns below for Appointed Department Heads and Administrative Management employees include both vacation and administrative leave. Rates shown below will be adjusted to reflect any unpaid time in each pay period. The accrual rates and maximum accumulated hours shown in the chart below are effective August 20, 2002.

VACATION ACCRUAL RATES				
UNREPRESENTED CONFIDENTIAL & UNREPRESENTED EMPLOYEES				
Years Comp Full-Time Service	No. of Comp In-Service Hours	Vacation Accrual per 80 In-Service Hours	Total Equiv. Days	Maximum Accumulation
0 - 2	0 - 4,174.2	3.07	10	280
2 - 3	4174.3 - 6261.4	3.68	12	280
3 - 4	6261.5 - 8348.5	3.99	13	280
4 - 5	8348.6 - 10435.6	4.29	14	280
5 - 10	10,435.7 - 20,871.2	4.60	15	280
10 - 15	20,871.3 - 31,306.8	5.83	19	280
15 - 20	31,306.9 - 41,742.4	6.44	21	280
20 - 25	41,742.5 - 52,178.0	7.05	23	280
More than 25	52,178.1 or more	7.36	24	280 *
* Effective 09/17/04, the Maximum Vacation Accumulated Hours for each Unrepresented Confidential and Unrepresented employee is 280 hours .				

VACATION ACCRUAL RATES					
UNREPRESENTED ADMINISTRATIVE MANAGEMENT					
		Accrual Per 80 In- Service Hours			
Years Comp Full-Time Service	No. of Comp In-Service Hours	Vacation	Admin Leave	Total Equiv. Days	Maximum Accumulation
0 – 10	0 - 20,871.2	4.60	2.30	22.5	480
10 – 15	20,871.3 - 31,306.8	5.83	2.30	26.5	480
15 – 20	31,306.9 - 41,742.4	6.44	2.30	28.5	480
20 – 25	41,742.5 - 52,178.0	7.05	2.30	30.5	480
More than 25	52,178.1 or more	7.36	2.30	31.5	480 *
<i>* Effective 09/17/04, the Maximum Vacation Accumulated Hours for each Unrepresented Administrative Management employee is 480 hours.</i>					

24.4 Reappointment

Each employee with 10,435.7 in-service hours (five or more years) who resigned in good standing and is reappointed within two (2) years, shall be credited with 4,174.2 hours (2 years) of service for purposes of new vacation accrual. Each employee who was laid off and is reappointed within two (2) years shall be returned to the place on the accrual table (in Section 23.3, above) that the employee occupied when laid off.

24.5 Vacation Buyback

Each employee designated as Unrepresented or Unrepresented Confidential may request and receive payment for up to eighty (80) hours of accrued vacation hours provided that there is a minimum remaining balance of eighty (80) hours following payment. Such requests may be made during any bi-weekly pay period. Each Unrepresented Administrative Management employee or Appointed Department Head may request and receive payment for up to a total of eighty (80) hours of accrued vacation hours. Such requests may be made during any bi-weekly pay period.

Effective May 14, 2002, Elected Department Heads may request and receive payment for up to one hundred-sixty (160) hours of accrued administrative leave in a twelve month period. Such requests may be made during any bi-weekly pay period. In addition, Elected Department Heads may request and receive payment for up to twenty-five percent (25%) of the residual accrued unused administrative leave balance to a maximum of forty (40) hours during the twelve (12) months prior to retirement.

Effective with the first pay date in January 2000, all buy -backs for Unrepresented Confidential and Administrative Management employees and Appointed Department Heads will be subject to an 80-hour maximum buy back in a twelve-month period.

24.6 Vacation Schedules

Vacation schedules shall be arranged by appointing authorities with particular regards to the needs of the service, and whenever possible, with regard to the wishes of the employee. Every effort shall be made to arrange vacation schedules so that each employee will take as much vacation in a year as accrues to the employee in that year. Each employee's vacation time may be so divided as the needs of the service require or permit. No employee may take vacation without advance approval of the appointing authority. No employee may take vacation leave in advance of that actually accumulated at the time such leave is taken.

24.7 Payment for Unused Vacation

Each Unrepresented Administrative Management, elected or appointed Department Head, Unrepresented Confidential, or other Unrepresented employee who is separated from the County service shall be entitled to payment in lieu of all unused vacation leave and administrative leave which the employee may have accumulated as of the employee's last day of work and shall be computed on the basis of such employee's base hourly rate at the time of termination.

24.8 Vacation Purchase Plan

Effective January 1, 2003, each eligible full and part-time Unrepresented and Confidential employee may elect to purchase up to forty (40) hours of vacation leave each calendar year during their first five (5) years of permanent, probationary or unclassified employment. Vacation purchased shall not exceed 200 hours. Eligibility will start from the employee's first in-service hour with the County of Sonoma. Eligibility will end upon completion of 10435.6 in-service hours. Each eligible employee must submit a signed vacation purchase plan agreement to his or her Departmental Payroll Clerk. Upon receipt the employee's future bi-weekly salary will be reduced by a minimum of two (2) hour increments until the purchase plan agreement has been fulfilled. Purchased vacation will be posted to the employee's leave balance upon purchase and will be available to the employee the pay period following purchase. All purchases of vacation must be completed prior to the end of the calendar year in which the employee reaches the in-service hours of 10435.6. Part-time employees will be eligible to purchase vacation time on a pro-rata basis. Administrative Management is expressly excluded from this provision.

The additional vacation purchased is subject to the follow guidelines:

- a) Purchased vacation must be taken before accrued vacation in Article 24.3.
- b) Purchased vacation is subject to the maximum accumulation limits and usage in Article 24.3.
- c) Purchased vacation is subject to the same provisions in Article 24.6.
- d) Purchased vacation leave is not eligible for buy back, Article 24.5, and purchased vacation balances will not be included in 80 hour remaining vacation balance requirement in Article 24.5.
- e) Purchased vacation hours when taken as time off will not be included in pay status hours for the purposes of shift pay and premium pay.
- f) Vacation Purchased will be paid off at the employee's base hourly rate at the time of termination.

24.9 Vacation Purchase Plan - Part-Time Employees

Part-Time employees will be eligible to purchase vacation time on a pro-rata basis.

24.10 Extra-Help Employees

Extra-Help employees are not covered by Section 24.

SECTION 25 - SICK LEAVE

25.1 Accrual and Use

Each Unrepresented Administrative Management, Unrepresented Confidential or other Unrepresented full-time employee shall accrue and accumulate sick leave with full pay at the rate of 3.680 in-service hours for each completed eighty (80) hour pay period of service. In-service hours include all hours in pay status excluding overtime. This accrual rate shall be adjusted to reflect any unpaid time in each pay period. Part-time employees shall be eligible to receive sick leave on a pro rata basis. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full-time employees. Extra-Help employees are not covered by Section 25. Employees utilizing sick leave shall document such usage as provided in Section 25.3.

25.2 Sick Leave Use

Earned sick leave credits may, with the approval of the Department Head, be used by the employee:

- a. During the employee's own incapacity due to illness or injury.
- b. During the time needed by the employee to undergo medical or dental treatment or examination.
- c. During a pregnancy disability leave in which the female employee is incapacitated due to the imminent or actual birth of a child.
- d. When a child, domestic partner or spouse of an employee who is a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption, or the employee's parent (defined as biological, foster, adoptive, step-parent, legal guardian or person who stood in loco parentis to the employee when the employee was a child) is incapacitated by illness or injury and it is necessary for the employee to care for such child, domestic partner, spouse, parent. A biological or legal relationship is not necessary for a person to have stood in loco parentis to the employee as a child. Parent does not include a parent-in-law. Sick leave under this Paragraph shall not exceed forty-eight (48) hours per occurrence unless extended by joint action of the employee's Department Head and the Director of Human Resources by reason of exceptional hardships.

25.3 Documentation

A signed affirmation for sick leave shall be required for each use of such sick leave. Reasonable medical evidence of incapacity may be required for sick leave use of forty-eight (48) hours or less duration, and shall be required for sick leave use for more than forty-eight (48) hours duration.

25.4 Sick Leave Conversion

Employees with sick leave balances may convert to cash at the employee's base hourly rate or compensatory time as indicated on the chart below:

Hours of Sick Leave Used	Maximum Hours of Conversion
0 to 8.0	24.0
8.01 to 12.0	22.0
12.01 to 16.0	18.0
16.01 to 24.0	16.0
24.01 to 30.0	14.0
30.01 to 36.0	12.0
36.01 to 40.0	8.0
40.01 or more	None

A balance of eighty (80) hours Sick leave must remain in accrual after conversion. Measurement of use is based on the twenty-six (26) pay periods paid in the prior calendar year. Conversion shall be exercised during the second pay period in January of each calendar year, and shall be based on the Sick leave balance at the end of the first full pay period of the preceding December. Employee must be in paid status or on an approved leave during the second pay period in January to exercise this option.

25.5 Sick Leave Payoff

Each Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee who separates from County service voluntarily or by death, layoff or retirement for reason other than disability, shall be entitled to payment of the monetary equivalent of twenty-five percent (25%) of all unused Sick leave remaining to such employee's credit at the time of separation, computed on the basis of such employee's base hourly rate.

25.6 Sick Leave Payoff at Regular Retirement

Each Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee who separates from County services on retirement only shall have the option of converting one-hundred percent (100%) of all unused Sick leave remaining to such employee's credit at the time of retirement to retirement service credit as provided by Government Code Section 31641.03. This Provision shall not be used in conjunction with Section 25.5.

25.7 Sick Leave Payoff at Disability Retirement

Each Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee separated from County service by retirement for disability shall be entitled to payment at such employee's standard hourly rate for all unused Sick leave remaining to such employee's credit as of the time of separation.

25.8 Medical Examinations

An appointing authority may direct any employee to undergo a medical examination to determine the employee's mental and physical capacity to perform the duties of the employee's position. Each determination that an employee is or is not capable of performing the duties of the employee's position will be made available to the appointing authority and the employee concerned. Each such examination shall be paid by the department requesting the examination.

SECTION 26 - MISCELLANEOUS LEAVES OF ABSENCE

26.1 Leaves of Absence Without Pay Usage Reference Table

Employees will be required to use paid leaves before a Leave of Absence Without Pay (LWOP) as shown in the following table:

MISCELLANEOUS LEAVES OF ABSENCE				
Employees will be required to use paid leaves before a Leave of Absence Without Pay				
Event	Sick	Vacation	CTO	Comment
Employee’s own illness or injury	Yes, may keep 40 hrs.	No	No	
Employee’s pregnancy disability	Yes, may keep 40 hrs.	No	No	
Illness or injury of a relative (as qualified in Section 25.2)	Yes, may keep 40 hrs. (Refer to Section 25.2(d))	Yes	Yes	May keep 40 hrs. Any combination of Vacation & CTO
Illness or injury of a relative as defined in FMLA/CFRA* (not Art. 25.2 qualified)	No	Yes	Yes	May keep 40 hrs. Any combination of Vacation & CTO
Non-sick FMLA/CFRA qualifying event (e.g., child bonding leave)	No	Yes	Yes	May keep 40 hrs. Any combination of Vacation & CTO
Education Leave	No	Yes	Yes	May keep 40 hrs. Any combination of Vacation & CTO
Undisclosed reason or extended vacation	No	Yes	Yes	May keep 40 hrs. Any combination of Vacation & CTO
Sabbatical	No	Yes	Yes	May keep 40 hrs. Any combination of Vacation & CTO

* Family & Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

26.2 Compassionate Leave

Any Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented full-time or employee may be granted up thirty-two (32) hours of leave with pay, in the event of death of spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, brother, sister, grandparent, great-grandparent, grandchild or person with whom the employee has a relationship in loco parentis, and the mother or father of the employee or the spouse of the employee. Up to an additional eight (8) hours of Sick leave may be granted to supplement compassionate leave.

Any part-time Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee shall be eligible for a pro-rated compassionate leave. Ongoing work schedule for purposes of this Section shall mean an average of the two (2) pay periods immediately preceding the need for compassionate leave or the employee’s normal bi-weekly allocation of hours, whichever is greater.

26.3 Family and Medical Leave

Each eligible employee is entitled to Family and Medical Leave as provided by the Family and Medical Care Leave Act and the California Family Rights Act, as amended. The Federal and

California Family leaves run concurrently as provided by law. A full or part-time employee with more than twelve (12) months of service with at least one thousand two hundred and fifty (1,250) hours actually worked during the previous twelve (12) month period, may request up to twelve (12) weeks of Family and Medical Leave for Represented employees and fifteen (15) weeks Family and Medical Leave for Administrative Management, Confidential and Unrepresented employees upon the birth, adoption of a child, or the placement of a foster child (within one (1) year of the event) or the serious illness of a child, spouse, parent, or the employee's own serious health condition. Child is defined as biological, adopted or foster child, stepchild, legal ward, child of a person standing in loco parentis or an adult dependent child. Spouse is a partner in marriage as defined in Civil Code Section 4100. Parent is defined as biological, foster or adoptive parent, stepparent or a legal guardian. The leave does not cover parent-in-law. The employee must provide thirty (30) days written notice of the need for the Family and Medical Leave or as much notice as possible but no less than five (5) working days written notice. If both parents are county employees and the leave is taken for birth, adoption or foster child placement or the care of an ill parent, the aggregate leave may be limited to twelve (12) weeks for represented employees or fifteen (15) workweeks for Unrepresented employees during any twelve (12) month period. This limitation does not apply to leave taken by one spouse to care for the other, to care for a seriously ill child, or for his or her own serious illness. The appointing authority may grant such Leave Without Pay in addition to the paid sick leave provided for in Section 25.2 upon submission of reasonable documentation. Paid or unpaid County leaves of absence, that also qualify under Federal and California Family Leave, shall run concurrently. California Pregnancy Disability Leave (CPDL) and California Family Rights Act (CFRA) leave do not run concurrently.

For the first twelve (12) weeks of approved Family and Medical Leave for all employees, the County will continue to pay the County's contribution toward health insurance premiums. After completion of the first twelve (12) weeks of Family and Medical Leave, the County will cease to pay its normal benefit contributions. The employee must pay the total benefit premiums if the employee desires to continue insurance coverage under Section 15.14. However, the County will continue to pay the County's contribution to health insurance premiums up to a full fifteen (15) weeks of approved FMLA/CFRA Leave for Unrepresented Confidential employees and Unrepresented Administrative Management. Nothing in this Section shall preclude the use of medical or pregnancy disability leave in Section 15.14 when the employee is medically incapacitated or disabled.

26.4 Time Off for Donating Blood

If an employee does not have sufficient time outside of working hours to donate blood, subject to department operational needs, the employee may, without loss of pay, take off up to one (1) hour of working time twice a year for the purpose of donating blood. The employee shall give the employer at least five (5) working days' notice that time off for donating blood is desired.

SECTION 27 - COURT LEAVE

A full-time or part-time employee is entitled to pay at the employee's base hourly rate to respond to an enforceable subpoena to appear in a court or administrative agency hearing in California other than as a litigant and for reasons other than those caused by the employee's connivance or misconduct. An employee may retain such payment as may be allowed the employee for lodging, meals and travel, but as

a condition for entitlement to this Court Leave, the employee shall make payable to the County of Sonoma any and all fees which the employee may receive as payment for the service as a witness. An employee on Court Leave will receive the base hourly rate of pay for those hours spent traveling to and from the court or administrative agency hearing and the hours spent attending to the employee's obligation as a witness so long as those hours correspond to the employee's assigned work schedule. Time spent as a witness or travel time which is outside the employee's assigned work schedule shall not be paid. If an employee's obligation as a witness expires on any workday with time remaining on the employee's work schedule, the employee will be obligated to return to work. These provisions do not apply to employees whose appearances are in the line of duty. Extra-help employees who are scheduled to work and subsequently called to court, qualify under Section 27.

SECTION 28 - JURY DUTY

It is the policy of the County of Sonoma that County employees be encouraged to perform services as jurors when summoned for jury duty by a court of competent jurisdiction. Any Unrepresented Administrative Management, Unrepresented Confidential, or other Unrepresented employee summoned for jury duty shall be entitled to full pay for such period of time as may be required to attend the court in response to such summons. An employee may retain such payment as may be allowed for travel but shall make payable to the County of Sonoma any and all fees which the employee may receive in payment for service as a juror. Extra-help employees who are scheduled to work and are subsequently called to jury duty, qualify under this Section 28.

SECTION 29 - VOTING

If an Unrepresented Administrative Management, Unrepresented Confidential, or Unrepresented employee who is a registered voter does not have sufficient time outside of the employee's working hours within which to vote in any state-wide general or primary election, the employee may upon request, be granted so much working time off without loss of pay as will, when added to the employee's voting time outside the employee's working hours, enable the employee to vote. An employee may take off so much time which will enable the employee to vote, but not more than two (2) hours of which shall be without loss of pay; provided, that the employee shall be allowed time off for voting only at the beginning or end of the employee's regular working shift, whichever allows the most free time for voting and the least time off from the employee's regular working shift.

SECTION 30 - CONTINUOUS SERVICE AND REPORTING LEAVES

30.1 Continuous Service

No paid absence under any provisions of this Resolution shall be considered as a break in service for any employee who is in pay status during such absence. All benefits which, under the provisions of this Resolution, accrue to employees who are in pay status shall continue to accrue during such absence.

30.2 Recording And Reporting Leave Taken

Each appointing authority shall maintain a record of all hours worked and leave taken by each employee in the department, and shall promptly report such hours worked and leave taken in a manner prescribed by the Auditor-Controller.

SECTION 31 - BAR DUES

For each employee who is an attorney in the County Counsel's Office the County will pay said employee's State Bar of California dues. Eligibility for such reimbursement shall be limited to those employees who, on the final date payable of said bar dues, have permanent status or have probationary status derived through promotion.

SECTION 32 - LAYOFF POLICY AND BENEFITS

32.1 Applicability

The following layoff policy and benefits shall be applicable to Unrepresented regular full-time and part-time employees. Neither the layoff nor the decision to layoff shall be grievable.

32.2 Notice

An employee may be laid off from his or her job class and regular County service three (3) weeks (21 calendar days) after formal, written notice has been presented or mailed to the employee at his or her last known address.

32.3 Severance Period

An employee who has received a formal written layoff notice, and who is unable to displace another County employee or secure other regular County employment, with the approval of his/her department head, may separate from County service after the eighth work day of the three-week notice period and receive his or her normal base salary for the hours he or she would normally be scheduled to work during the remainder of the three week period.

32.4 Medical

For employees who continue to be laid off from County service, and lack medical coverage, the County will make its usual medical insurance contribution for the first six pay periods following layoff and one half its normal contribution for the next six pay periods following layoff. Beginning on pay date thirteen following layoff, laid off employees may elect to continue medical insurance by utilizing COBRA for the remainder of the 18-month period.

SECTION 33 - DISASTER LEAVE

County employees may donate accrued Compensatory time and Vacation leave to other County employees who have lost work time during a Board of Supervisors' declared state of emergency. Such donated time will not exceed the total amount of time lost by the receiving employee including vacation, compensatory time used and any unpaid leave incurred. Donations must be made no later than ninety (90) days from the last day lost by the employee.

SECTION 34 - CONFLICT OF INTEREST/INCOMPATIBLE ACTIVITIES

- a) **Conflict of Interest**: Each affected employee shall be furnished with a copy of the Conflict of Interest Code adopted for the department in which the employee serves. The County Clerk shall maintain forms for statements required of employees by the conflict of interest provisions of the Political Reform Act of 1974, and Conflict Interest Codes adopted there under.
- b) **Incompatible Activities**: All County departments are required to adopt incompatible activities policies in compliance with State law. Department Heads shall determine which specific activities are incompatible subject to approval by the Board of Supervisors. Employees who violate the department policy are subject to disciplinary action, up to and including termination.

All department incompatible activities policies shall include notice and appeal procedures, as well as the following prohibitions: Employment for compensation which is in conflict with the employee's County duties; outside employment involving the use of County time, facilities, equipment or supplies; compensation for work which an employee would ordinarily be required to perform in the course of County duties; performance of work that will later be subject to the control, inspection, or enforcement of another employee in the County; outside employment for which time demands render performance of County duties less efficient.

An employee who is unclear or needs more information regarding proposed or current outside employment shall contact his/her supervisor or department head for review and further direction.

SECTION 35 - INVALID SECTIONS

If any section, subsection, subdivision, paragraph, sentence, clause, phrase, table, group or series of this Resolution is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of this Resolution. The Board of Supervisors hereby declare that they would have passed this Resolution and each section, subsection, subdivision, paragraph, sentence, clause, phrase, table, group and series thereto irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, tables, groups, or series is declared illegal or unconstitutional.

SECTION 36 - MISCELLANEOUS PROVISIONS

36.1 Retirement - 3% at 60 Retirement Program

Effective June 22, 2004, the 3% at 60 Retirement program will be available to Unrepresented full-time and part-time employees who are contributing members of the Sonoma County Employee's Retirement Association (SCERA), with the understanding that the County, consistent with state law, must get all other organizations representing general members to implement this option on the same date.

On the above date, Unrepresented SCERA members will begin contributing an additional 3.03% pretax to their employee retirement account. This contribution will continue for twenty (20) years (until July 2024) to pay for the unfunded accrued actuarial liability resulting from any past service. Unrepresented employees also will pay a pretax statutory contribution of approximately one percent (1%) or slightly more, contingent upon age of entry into the retirement system. Additionally on this date, one percent (1%) of the employer-paid deferred compensation (457) contribution will be re-directed to pay one percent (1%) of the normal retirement cost going forward. Additional savings from the County Health Plan revisions (.33%) is directed also to fund the normal cost above. In the event that effective County Health Plan changes are not achieved, the County reserves the right to restructure the 3% at 60 enhanced retirement program to fund the remaining costs.

36.2 Retirement – Safety Retirement Program

Effective July 1, 2003, the 3% at 55 Enhanced Retirement Program will be available to the current safety classifications of Chief Probation Officer, Fire Marshall, Fire Services Officer, Director Fire/Emergency Programs and the elected official in the classification of Sheriff who are contributing members of the Sonoma County Employee's Retirement Association (SCERA), with the understanding that the County will work with all other organizations representing safety

member employees to implement this option prospectively on the same date. Both parties understand that state law requires that retirement benefit enhancements be implemented for all safety members on the same date. Effective February 1, 2006, the 3% at 50 enhanced retirement program will be available to the current safety classifications of Chief Probation Officer, Fire Marshall, Fire Services Officer, Director Fire/Emergency Programs and the elected official in the classification of Sheriff who are contributing members of SCERA with the understanding that the County will work with all other organizations representing safety member employees to implement this option prospectively on the same date.

Effective the first pay period in July 2003, the current safety classifications of Chief Probation Officer, Fire Marshall, Fire Services Officer, Director Fire/Emergency Programs and the elected official in the classification of Sheriff who are members of SCERA will begin contributing an additional one percent (1%) pretax to their employee retirement account. Effective the first pay period in February 2004 the current Safety classifications of Chief Probation Officer, Fire Marshall, Fire Services Officer, Director Fire/Emergency Programs and the elected official in the classification of Sheriff who are members of SCERA will contribute an additional one percent (1%) (Total equals 2%) pretax to their employee retirement account. Effective the first pay period in February 2005, the current safety classifications of Chief Probation Officer, Fire Marshall, Fire Services Officer, Director Fire/Emergency Programs and the elected official in the classification of Sheriff who are members of SCERA will contribute an additional one percent (1%) pretax to their employee retirement account for a total contribution of three percent (3%). This contribution will continue for twenty (20) years to defray the cost of the unfunded accrued actuarial liability for any past service due to the enhanced retirement programs described above.

SALARY TABLES

UNREPRESENTED - Bargaining Unit 0000

Job Code	Job Title	SALARY RANGE		
		A-Step 2/1/05	A-Step 6/21/05	A-Step 6/20/06
0810	Administrative Aide	2042	2115	2188
2663	Advanced Life Support Coordinator	2730	2826	2926
1110	Agricultural Program Aide	1104	1184	1267
1035	Assistant Project Specialist	2453	2539	2628
0047	Clerical Helper	1098	1136	1176
0777	Deputy Emergency Services Coord	2583	2675	2769
4514	Fire Instructor	3058	3267	3490
2537	Forensic Psychiatrist	7702	7972	8251
3991	Law Clerk	1775	1838	1901
2536	Mental Health Physician	6338	6561	6790
1284	OSD Technician	1877	1982	2093
1298	OSD Acquisition Assistant	2112	2186	2263
1285	OSD Associate Planner	2550	2668	2789
1292	OSD Conservation GIS Analyst	2160	2274	2392
0818	OSD Intern Graduate	1325	1371	1419
0817	OSD Intern Undergraduate	1090	1128	1167
1288	OSD Land Acquisition Specialist	3188	3300	3415
1282	OSD Office Administrator	1894	1961	2030
1280	OSD Receptionist	1646	1705	1765
1286	OSD Stewardship Coordinator	2933	3067	3205
4402	Park Ranger Assistant	1543	1597	1652
1036	Project Specialist	2760	2857	2956
2535	Public Health Physician	6338	6561	6790
0902	Public Information Specialist	2042	2113	2187
0821	Public Service Fellow	1610	1667	1725
3995	Senior Law Clerk	2130	2204	2281
0820	Sr. Administrative Aide-EDB	2042	2114	2188
0829	Student Intern - Graduate School	1325	1371	1419
0822	Student Intern - High School	756	782	810
0825	Student Intern Undergraduate	1090	1129	1168
1100	Weights & Measures Field Assistant	1378	1478	1583

ADMINISTRATIVE MANAGEMENT - Bargaining Unit 0050

SALARY RANGE

Job Code	Job Title	A-Step 2/01/05	A-Step 6/21/05	A-Step 6/20/06
0417	Accountant III	2912	3015	3120
0420	Accountant/Auditor I	2521	2610	2701
0421	Accountant/Auditor II	2819	2918	3020
0424	Accountant/Auditor Trainee	2083	2213	2352
0438	Accounting Manager-Auditor Controller	3602	3795	4000
0833	Administrative Analyst I	2762	2858	2958
0835	Administrative Analyst II	3107	3217	3329
0838	Administrative Analyst III	3511	3634	3761
0836	Administrative Analyst III - LAFCO	3613	3740	3870
0827	Administrative Services Officer I	3051	3159	3270
0828	Administrative Services Officer II	3511	3634	3761
0824	Administrative Trainee	2350	2431	2517
0031	Administrative Support Mgr - BOS	3010	3114	3223
9124	Affordable Housing Assistant Manager	3222	3388	3564
1139	Agricultural & Vineyard Conservation Coord	3085	3193	3306
1031	Air Quality Manager	4002	4143	4288
0714	Airport Facility Manager	4199	4346	4499
4310	Animal Regulation Director	2871	2973	3076
0396	Assessment Process Manager	3253	3387	3527
1525	Assistant Assessor	4426	4690	4970
1140	Assistant Agricultural Commissioner	3302	3419	3538
0440	Assistant Auditor-Controller	4398	4599	4807
1713	Assistant Communication Manager	3318	3435	3554
0840	Assistant County Administrator	5800	6094	6395
4030	Assistant County Counsel	5585	5844	6109
2676	Assistant Director of Health Services	5171	5351	5539
3088	Assistant Director of Human Services	5053	5248	5451
4040	Assistant District Attorney	5585	5844	6109
4039	Assistant District Attorney-Limited Term	5585	5844	6109
9126	Assistant Executive Dir - CDC	4264	4485	4715
5362	Assistant Facility Manager	3645	3773	3906
0752	Assistant Fair Manager	3075	3184	3294
5235	Assistant Fleet Manager	3284	3399	3516
0337	Assistant Purchasing Agent	2791	2919	3051
0057	Assistant Registrar of Voters	3982	4154	4328
0432	Assistant Retirement Administrator	3982	4154	4328
0435	Assistant Tax Collector	3982	4154	4328
0433	Assistant Treasurer	3982	4154	4328
1048	Associate Architect	3650	3777	3910
0427	Audit Manager	3603	3797	4000
0852	Board of Supervisors Staff Assistant	2778	2875	2976
1209	Building Division Manager	4199	4346	4499
0498	Central Collections Manager	3010	3114	3223
1520	Chief Appraiser	3758	3890	4027

ADMINISTRATIVE MANAGEMENT - Bargaining Unit 0050 Cont'd.....

Job Code	Job Title	A-Step 2/01/05	A-Step 6/21/05	A-Step 6/20/06
4046	Chief Child Support Attorney	5076	5312	5552
1138	Chief Deputy Agricultural Commissioner	2871	2973	3076
0056	Chief Deputy County Clerk	3010	3114	3223
4028	Chief Deputy County Counsel	5076	5312	5552
4025	Chief Deputy District Attorney	5076	5312	5552
4048	Chief Deputy Public Defender	5076	5312	5552
0217	Chief Deputy Recorder	3253	3387	3527
1108	Chief Deputy Sealer	2871	2973	3076
0422	Chief Financial Officer-Deputy Fair Mgr	3603	3797	4000
1522	Chief of Assessment Standards	3758	3890	4027
0071	Chief Public Administrator/Guardian/Conservator	3010	3114	3223
2015	Client Care Manager	3628	3784	3948
1715	Communications Manager	3817	3950	4088
9125	Community Development Asst Manager	3222	3388	3564
9102	Community Development Manager	3706	3896	4098
0847	Compliance/Privacy Officer	3441	3611	3787
9105	Controller – CDC	3599	3792	3995
1050	County Architect	4199	4346	4499
0437	Department Accounting Manager	3347	3464	3585
0842	Department Administrative Service Director	3953	4091	4236
0826	Department Analyst	2583	2675	2769
0160	Department Information Systems Coordinator		**3197	3309
0161	Department Information Systems Manager		**3815	3949
1017	Deputy Chief Engineer	4964	5138	5318
0837	Deputy County Administrator	4632	4794	4962
4031	Deputy County Counsel I	3244	3395	3549
4032	Deputy County Counsel II	3565	3730	3899
4033	Deputy County Counsel III	4100	4290	4485
4034	Deputy County Counsel IV	4617	4830	5050
1016	Deputy Director Engineering & Construction	4570	4862	5172
1041	Deputy Director Engineering/Maintenance	4829	4998	5172
0869	Deputy Director General Services	3699	3862	4033
1039	Deputy Director Transport/Operations	4829	4998	5172
1213	Deputy Director, Planning	4374	4527	4687
2673	Deputy Public Health Officer	6658	6891	7133
2620	Director of Environmental Health	3882	4058	4238
2575	Director of Public Health Nursing	4071	4214	4363
2670	Division Dir. Planning Prev. Info. Edu.	3882	4058	4238
0831	Division Director Adm. Hlth. Svcs.	3953	4091	4236
2695	Division Director ADT Services	4311	4463	4618
2662	Emergency Medical Svc Coord	2866	2966	3070
0780	Emergency Services Coordinator	3488	3677	3883
0784	Emergency Services Information Ofcr	4210	4357	4510
0786	Emergency Services Operations Ofcr	4210	4357	4510
0814	Employee Relations Manager	4114	***4485	4642

**The effective date of these new positions is 1/10/06.

***The effective date is 5/9/06.

ADMINISTRATIVE MANAGEMENT - Bargaining Unit 0050 Cont'd....

Job Code	Job Title	A-Step 2/01/05	A-Step 6/21/05	A-Step 6/20/06
1015	Engineering Division Manager	4199	4346	4499
0136	Engineering Programmer Manager	3739	3933	4142
2616	Environmental Health Program Manager	3365	3514	3670
0996	Environmental Resources Coordinator	3739	3933	4142
0738	Executive Director Tourism Council	3511	3634	3761
5363	Facility Manager	3817	3950	4088
5355	Fair Grounds Building Supt	3230	3343	3460
9131	FEMA Project Manager	3706	3896	4098
4518	Fire Marshall	4221	4514	4827
4516	Fire Services Officer	3668	3917	4184
5240	Fleet Manager	3817	3950	4088
9132	Flood Elevation Manager	3706	3896	4098
1220	Geographic Information Systems Coordinator	3348	3465	3586
2634	Health Program Mgr	3154	3264	3378
2636	Health Service Section Manager	3827	3961	4099
2672	Health Services Clinic Manager	4223	4370	4524
0805	Human Resource Analyst I	2358	2442	2528
0806	Human Resource Analyst II	2713	2809	2908
0807	Human Resource Analyst III	3051	3159	3270
0812	Human Resource Manager	3508	3630	3758
3089	Human Services Division Director	4134	4300	4472
3085	Human Services Program Manager	2820	2919	3020
3087	Human Services Section Manager	3571	3716	3865
9301	IHSS Public Authority Department Analyst*	2583	2675	2769
0149	Information Systems Division Director	4594	4755	4922
0143	Information Systems Project Mgr	3996	4138	4281
0325	Institutional Services Manager	3051	3159	3270
0756	Interim Events Coordinator	2990	3094	3203
4113	Interim Police Chief Project	4638		
9106	Leased Housing Manager	3706	3896	4098
1038	Major Project Architect	3404	3523	3647
0759	Marketing & Promotions Coordinator	2990	3094	3203
2541	Mental Health Services Director	5171	5351	5539
1289	OSD Assistant General Manager	3813	4105	4417
1297	OSD Community Relations Manager	3166	3299	3434
1299	OSD Conservation Program Manager	3424	3625	3838
1300	OSD Executive Assistant	2350	2431	2517
1267	Park Manager	3553	3696	3845
1258	Park Planning & Design Administrator	3553	3696	3845
1245	Parks & Grounds Maintenance Manager	3553	3696	3845
2420	Patient Care Analyst	3441	3611	3787
0410	Payroll Mgr-Audit/Controller	3428	3610	3804
1206	Pre-application Project Coordinator	3015	3180	3353
0758	Premium Exhibit Coordinator	3075	3184	3294
0992	Principal Environmental Specialist	3250	3421	3601
0839	Principal Administrative Analyst	4183	4330	4482
1210	PRMD Division Manager	3803	3936	4073
3084	Program Development Manager	3244	3359	3475

ADMINISTRATIVE MANAGEMENT - Bargaining Unit 0050 Cont'd.....

Job Code	Job Title	A-Step 2/1/05	A-Step 6/21/05	A-Step 6/20/06
0887	Program Planning Evaluation Analyst - Project	2633	2750	2870
0880	Program Planning Analyst	2633	2750	2870
0477	Program Specialist	2424	2510	2598
0175	Public Assistance Systems Manager		**3815	3949
0176	Public Assistance Systems Specialist		**2923	3025
1278	Public Facilities Manager	3553	3696	3845
2125	Public Health Laboratory Director	3542	3667	3794
2675	Public Health Officer	6991	7236	7490
5058	Public Works Operations Coord	3312	3428	3548
0339	Purchasing Agent	3215	3358	3510
0763	Real Estate Manager	3998	4139	4284
0058	Records Manager	2970	3075	3183
0813	Recruitment and Classification Manager		***4175	4321
5190	Recycle Market Solid Waste Manager	4829	4998	5172
9104	Redevelopment Manager	3706	3896	4098
2665	Regional EMS Mgr.	3827	3961	4099
0250	Reprographics Manager	2971	3075	3184
0434	Retirement Accounting Manager	3428	3610	3804
0373	Retirement Benefits Coordinator	2583	2675	2769
1055	Right of Way Section Manager	3666	3794	3928
0766	Risk Management Analyst I	2655	2758	2867
0767	Risk Management Analyst II	2921	3035	3153
0768	Risk Management Analyst III	3360	3491	3628
0765	Risk Manager	3863	4015	4172
0170	Senior Department Information Systems Manager		**4387	4541
1037	Senior Project Specialist	3171	3283	3397
0830	Sheriff's Support Services Manager	3511	3634	3761
0060	Sheriff's Information Bureau Mgr.	3051	3159	3270
0832	Special Districts Coordinator	2912	3015	3120
0419	Supervising Accountant	3075	3184	3294
0808	Supervising Human Resources Analyst		***3630	3757
0436	Tax Accounting Mgr-Auditor Controller	3428	3610	3804
0431	Tax Collection Manager	3253	3387	3527
0986	Technical Writing Manager	3250	3421	3601
1377	Transit Systems Manager	3995	4136	4280
0429	Treasury Manager	3253	3387	3527
3026	Valley of Moon Children's Home Manager	3244	3359	3475
0610	Veteran's Service Officer	3060	3168	3277
0769	Vocational Rehabilitation Counselor	3360	3491	3628
1026	Water Agency Capital Projects Manager	4471	4662	4860
5057	Water Agency Coordinator	3739	3939	4145
0910	Water Agency Div Mgr Adm. Svcs.	4398	4599	4807
0994	Water Agency Div Mgr Env. Resources	4300	4527	4766
0911	Water Agency Govern Affair Coordinator	3739	3933	4142
5127	Water Agency Operations Supt	3205	3318	3434

ADMINISTRATIVE MANAGEMENT - Bargaining Unit 0050 Cont'd.....

1024	Water Agency Principal Engineer	4135	4284	4443
0908	Water Agency Public Information Officer	3205	3318	3434
0982	Water Conservation Coordinator	3250	3421	3601

*IHSS position. Included only for purpose of compensation and fringe benefits pursuant to Resolution No. 04-0641, dated 6/29/04.

**The effective date of these new positions is 1/10/06.

***The effective date of these new positions is 5/9/06.

CONFIDENTIAL - Bargaining Unit 0051

Job Code	Job Title	SALARY RANGE		
		A-Step 2/1/05	A-Step 6/21/05	A-Step 6/20/06
7401	Account Clerk I - Confidential	1457	1508	1561
7402	Account Clerk II - Confidential	1646	1704	1764
7403	Account Clerk III - Confidential	1815	1879	1945
7415	Accountant I – Confidential	2174	2250	2329
7416	Accountant II – Confidential	2533	2622	2714
7404	Accounting Technician - Confidential	1922	1990	2059
0823	Administrative Aide - Confidential	2042	2113	2187
7384	Auditor's Payroll Technician - Confidential	2028	2099	2171
0851	Board of Supervisor's Aide	2349	2431	2517
7777	Deputy Emergency Svc. Coord. – Confid.	2583	2675	2769
7022	Executive Legal Secretary-Confidential	2110	2202	2296
7025	Executive Secretary – Confidential	1998	2083	2171
7803	Human Resources Technician-Confidential	1965	2034	2105
7024	IHSS Public Authority Secretary-Confidential*	1803	1866	1931
7019	Legal Assistant- Confidential	2041	2112	2186
7020	Legal Secretary I-Confidential	1647	1705	1765
7021	Legal Secretary II - Confidential	1892	1958	2027
7001	Office Assistant I – Confidential	1297	1342	1389
7002	Office Assistant II – Confidential	1446	1497	1549
7011	Office Assistant Trainee – Confidential	1224	1267	1311
0030	Office Support Supervisor BOS	2250	2328	2410
7007	Office Support Supervisor -Confidential	1951	2019	2090
7101	Receptionist – Confidential	1646	1705	1765
7382	Payroll Clerk – Confidential	1928	1995	2066
7130	Programmer Analyst – Confidential	2890	2991	3096
7023	Secretary-Confidential	1803	1866	1931
7003	Senior Office Support Assistant-Confidential	1646	1705	1765
7009	Senior Office Support Supervisor-Confidential	2146	2221	2299
7129	Senior Programmer Analyst-Confidential	3455	3575	3701
7372	Senior Retirement Benefits Specialist-Confid.	2174	2250	2329

*IHSS position. Included only for purpose of compensation and fringe benefits pursuant to Resolution No. 04-0641, dated 6/29/04.

DEPARTMENT HEADS - Bargaining Unit 0052

Job Code	Job Title	SALARY RANGE		
		A-Step 2/1/05	A-Step 6/21/05	A-Step 6/20/06
1142	Agricultural Commissioner/Sealer	4238	4421	4613
3240	Chief Probation Officer	5093	5270	5456
4520	Dir Fire/Emergency Program Mgr	4852	5189	5547
0876	Director of Child Support Services	4974	5215	5469
2677	Director of Health Services	6225	6444	6669
0816	Director of Human Resources	5255	5439	5630
1270	Director of Regional Parks	4775	4943	5114
1215	Director Permits & Resource Mgt & Development	5233	5578	5948
1042	Director Transportation & Public Works	5846	6219	6611
9101	Executive Director-CDC	5250	5433	5624
0750	Fair Manager	4517	**4703	4868
1020	General Manager, Chief Engineer	6216	6537	6873
0870	General Services Director	4926	5268	5627
0150	Information Systems Director	5505	5765	6045
1290	OSD General Manager	4518	4808	5117
4050	Public Defender	6083	6358	6640
0425	Retirement Administrator *	5552	6063	6613

* In concurrence with Resolution No. 98-1330, the Board of Retirement and the Board of Supervisors cooperate in an exchange of information and consultation prior to the Board of Retirement taking final action regarding the Retirement Administrator salary range.

** Fair Manager will receive an increase on 7/19/05 instead of 6/21/05.

TABLE II: FLAT RATES

Job Code	Job Title	A-Step 2/1/05	A-Step 6/21/05	A-Step 6/20/06
0819	Administrative Aide-EDB	1370	1418	1468
8102	Auditor-Controller	6778	7071	7377
8108	Auditor-Controller/Treasurer-Tax Collector***			***8262
0845	County Administrator	9074	9504	9935
8105	County Clerk-Recorder-Assessor	6778	7071	7377
4035	County Counsel	8264	8554	8853
3090	Director of Human Services	7124	7462	7816
8101	District Attorney	7737	8200	8682
0741	Economic Development Coordinator	5085	5263	5447
9300	IHSS Public Authority Manager*	4560	4743	4934
3395	Keeper	0100	0100	0100
4061	Lifeguard - A	1307	1353	1401
4062	Lifeguard - B	1406	1455	1506
4063	Lifeguard - C	1513	1566	1620
8103	Sheriff-Coroner	7560	7879	8220
8104	Sheriff-Coroner - Adv POST	7789	8121	8466
0834	Sr. Administrative Aide-EDB Extra-Help	1837		
4067	Supervising Lifeguard - A	1542	1637	1739
4068	Supervising Lifeguard - B	1643	1738	1838
4069	Supervising Lifeguard - C	1761	1848	1940
8107	Tax Collector-Treasurer	6448	6728	7025

*IHSS position. Included only for purpose of compensation and fringe benefits pursuant to Resolution No. 04-0641, dated 6/29/04.

***New classification, effective at the retirement or end of term of the current (5/16/06) Treasurer-Tax Collector pursuant to Resolution No. 06-0461.

PROSECUTING ATTORNEYS - Bargaining Unit 0045

Job Code	Job Title	SALARY RANGE		
		A-Step 2/1/05	A-Step 6/21/05	A-Step 6/20/06
4041	Child Support Attorney I	3244	3395	3549
4042	Child Support Attorney II	3565	3730	3899
4043	Child Support Attorney III	4100	4290	4485
4044	Child Support Attorney IV	4617	4830	5050
4005	Deputy District Attorney I	3244	3395	3549
4010	Deputy District Attorney II	3565	3730	3899
4015	Deputy District Attorney III	4100	4290	4485
4020	Deputy District Attorney IV	4617	4830	5050

The salary shown for each job class equates to that assigned the corresponding class of Deputy County Counsel pursuant to Article 3 of the Memorandum of Understanding between the County of Sonoma and the Sonoma County Prosecutor's Association.

PUBLIC DEFENDER ATTORNEYS -Bargaining Unit 0060

Job Code	Job Title	SALARY RANGE		
		A-Step 2/1/05	A-Step 6/21/05	A-Step 6/20/06
4051	Deputy Public Defender I	3244	3395	3549
4052	Deputy Public Defender II	3565	3730	3899
4053	Deputy Public Defender III	4100	4290	4485
4054	Deputy Public Defender IV	4617	4830	5050

The salary shown for each job class equates to that assigned the corresponding class of Deputy County Counsel pursuant to Article 3 of the Memorandum of Understanding between the County of Sonoma and the Sonoma County Public Defender Attorney's Association.

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