

## RESOLUTION NO. 2025-246

### RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS AMENDING THE PERSONNEL AND SALARY RESOLUTION

**Whereas**, the Personnel and Salary Resolution establishes benefits, working conditions and related terms and conditions of employment for employees not covered under a collective bargaining agreement or who are exempt from the County's civil service regulations; and

**Whereas**, the Personnel and Salary Resolution requires modification from time to time.

**Resolved**, that the Solano County Board of Supervisors amends the Personnel and Salary Resolution as set forth below.

#### I. 5.4 Merit Increases

- A.** Salary increases within a range shall not be automatic, but shall be given only upon the approval of the department head. Salary increases within a range for appointed department heads shall not be automatic, but shall be given only upon the approval of the County Administrator. Salary increases for elected department heads shall be given only upon the approval of the Board of Supervisors.
- B.** Every employee, except for District Representative, in a regular position shall have a merit increase eligibility date.

The merit increase eligibility date for all employees hired or promoted shall be the first day of the pay period following completion of 26 pay periods as indicated in the chart below:

After:	26 Pay Periods	26 Pay Periods	26 Pay Periods	26 Pay Periods
Salary Range Steps	2	3	4	5

#### II. 5.8 Salary Upon Reclassification

When a regular, limited term or probationary employee's position is classified and the employee remains in the reclassified position, the salary of the reclassified employee shall be determined as follows:

- A.** If the position is reclassified to a class with the same salary range, the salary and the merit increase eligibility date of the employee shall not change.
- B.** If the position is reclassified to a class with a higher salary range, the reclassification shall be considered a promotion, and the salary of the employee shall be governed by Section 5.5, Salary upon Promotion.
- C.** If the position is reclassified to a class with a lower salary range, the salary of the employee shall be determined as follows:

1. If the employee's current salary is the same or less than the maximum salary of the new class, the salary and merit increase eligibility date shall not change.
2. If the employee's current salary exceeds the maximum of the new classification after reclassification to a lower range, the salary shall be frozen (Y-Rated) and shall not change during continuous regular service until either:
  - a. the new classification's salary range matches or exceeds the employee's salary; or
  - b. the time limit indicated below is reached, after which the employee's salary will be reduced to the new classification's maximum salary.

<b>Years of Continuous Regular Service</b>	<b>Effective Date of Salary Change</b>
Less than 5	2 years after reclassification date
5 but less than 10	3 years after reclassification date
10 but less than 15	4 years after reclassification date
15 but less than 20	5 years after reclassification date
20 but less than 25	6 years after reclassification date
25 or more	7 years after reclassification date

### **III. 5.9 Longevity Compensation**

#### **A. Longevity Pay Amounts**

##### **Confidential Employees**

Confidential employees shall be entitled to a 2.5% increase in compensation upon the completion of ten (10) years of continuous service with the County; employees who complete fifteen (15) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 5%); employees who complete twenty (20) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 7.5%); employees who complete twenty-five (25) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 10%); employees who complete thirty (30) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 12.5%); employees who complete thirty-five (35) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 15%) over the rate for the class in which employed.

##### **Executive Management, Legislative Management and Senior Management**

Unless otherwise specified, this provision shall be effective July 1, 2021.

Executive Management, Legislative Management and Senior Management shall be entitled to a 2.5% increase in compensation upon the completion of ten (10) years of continuous service with the County; employees who complete fifteen

(15) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 5%); employees who complete twenty (20) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 7.5%); employees who complete twenty-five (25) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 10%); employees who complete thirty (30) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 12.5%); and employees who complete thirty-five (35) years of continuous service with the County shall be entitled to an additional 2.5% increase in compensation (a total of 15%) over the rate for the class in which employed.

Executive Management, Legislative Management, and Senior Management shall also receive credit for prior years of service employed with California cities, counties, joint power authorities, and special districts. However, as provided below, only certain employment shall qualify as longevity pay for the purposes of inclusion in pension benefits.

In addition to service with the County, Executive Management, Legislative Management and Senior Management, shall receive credit for prior years of service with California cities, counties, joint power authorities, and special districts in the classification specified below and such service may be included in pension benefits to the extent permitted by the Public Employees' Retirement Law and CalPERS' guidance.

For employees employed in executive, department head, assistant department head, or deputy positions, the following shall be included in years of service:

- Director and department head positions such as director of human resources, director of administrative services, finance/budget director/controller/officer, treasurer/assessor, public works director, First 5 director, director of health and human services, director of child support services or children and families, director of information technology, director of general services, director of library services, director of probation or chief probation officer, director of resources, director of veterans services, clerk/recorder, county counsel/district attorney/public defender, director or commissioner of agricultural services, registrar of voters, auditor/controller, director of legislative or public affairs, sheriff or undersheriff, or any assistant, chief deputy or deputy director or department head in the foregoing classifications.
- Executive, assistant, and deputy director positions such as county administrative officer, county administrator, city manager, assistant county

administrative officer or city manager, deputy county administrative officer or city manager, and deputy counsel/attorney.

For the classification of Director of Veterans Services, in addition to the foregoing types of service, credit for prior years of federal work experience and/or military service comparable to the role and responsibilities of the position shall also be counted in the continuous full-time service if approved by the County Administrator and the Director of Human Resources.

For Employees employed in manager, officer, analyst, or clerk positions, the following shall be included in years of service:

- Manager, officer, analyst, or clerk positions in human resources, benefits, risk, management, training/development, EEO, employment relations, legal, and records/clerk.

**B. Verification and Definitions**

Employment in the above classifications shall be verified and approved by the Director of Human Resources and the County Administrator. In addition, the Director of Human Resources and County Administrator may approve substantially similar positions that appear to deviate from the enumerated positions based on specific naming conventions (e.g., revenue director (finance), director of people and talent (human resources), etc.).

For the purpose of longevity pay eligibility, "continuous service with the County" is defined as employment in a regular or limited term position which has not been interrupted by resignation, discharge, or retirement from Solano County. However, employees in Executive, Legislative, and Senior Management classifications shall receive credit for prior years of service with eligible agencies, as specified above, regardless of any resignation, discharge, or retirement from those agencies.

An employee who has completed their probationary period, is laid off, and subsequently re-employed in the same class in the same series, within twenty-four (24) months, by approval of the Director of Human Resources or designee, will have continuous service credited to him or her for actual time worked prior to layoff for purposes of vacation and longevity pay eligibility.

**C. Upon qualifying for longevity increase, any further pay increase shall be in addition thereto, and not restricted or reduced by reason of the longevity increase.**

**IV. 5.10 Working Out of Class**

**A.** It is the intent of this Section to provide appropriate compensation to employees working out-of-class from the first pay period of such assignments when it is known that the employee will work out-of-class for four (4) pay periods or more.

B. With prior approval from the County Administrator and the Director of Human Resources, a department head may assign an employee the duties of another vacant position (or when the incumbent is on a long term leave) in a higher classification which (a) is specifically allocated to the department, and (b) will require the full duties of the position to be performed by the individual for a period of not less than four (4) pay periods. Such temporary assignment shall not be considered a promotion. That individual shall receive the recruiting salary for the class, or such higher amount as would constitute at least a one (1) step increase over the salary received prior to the assignment not to exceed the top step of the new classification.

[Remainder of 6.3.1 is unchanged.]

V. 6.3.1 Cafeteria Plan for Regular, Limited-Term and Probationary Employees

This subsection applies to unrepresented regular, limited-term and probationary employees.

The County's contribution toward the cafeteria plan, as historically administered, shall be set at 80% of the PEMHCA Region 1 Kaiser Permanente family rate minus the PEMHCA MEC.

An employee enrolled in PEMHCA for "employee plus two or more dependents" shall receive a County contribution of fifty dollars (\$50.00) per month into the Cafeteria Plan.

Said employee may use this County contribution for health insurance premium conversion, health care reimbursement account, and/or dependent care reimbursement account. In the absence of a cafeteria plan election form, the County contribution shall be used for health insurance premium conversion. The County contribution of fifty dollars (\$50.00) per month into the cafeteria plan shall sunset October 31, 2028.

[Remainder of 6.3.1 is unchanged.]

VI. 6.3.2 Cafeteria Plan for Unrepresented Extra Help Employees

This subsection applies to unrepresented Extra Help employees who qualify under the County's Administrative and Compliance Procedures of the Patient Protection and Affordable Care Act.

The County's contribution shall be set at 80% of the sum of the County's contribution to the full-time employee contribution toward health insurance (PSR Section 6.1) and contribution toward cafeteria plan (PSR 6.3.1). Of this Extra Help Employees County contribution, the full value of the PEMHCA MEC shall be allocated first and all remaining County contribution shall be allocated to the cafeteria plan second.

The County's contribution toward the cafeteria plan may be used toward the cost of medical insurance only.

VII. 6.7 Deferred Compensation

A Deferred Compensation Program as established by the Board of Supervisors is available to all employees employed in regular or limited term positions. Such program is hereby incorporated by reference.

To encourage County employee participation in the deferred compensation program, the County contributes a dollar for dollar match up to a maximum of five dollars (\$5.00) per pay period to the deferred compensation account of any unrepresented County employee who is actively enrolled in the deferred compensation program. The employee must contribute a minimum of ten dollars (\$10.00) per pay period in the deferred compensation program to receive the dollar-for-dollar match.

Executive Management, Legislative Management and Senior Management: County will contribute a dollar for dollar match up to a maximum of seventy-five dollars (\$75.00) per pay period. The employee must contribute a minimum of ten dollars (\$10.00) per pay period in the deferred compensation program to receive the dollar-for-dollar match.

VIII. 6.10 Retirement

**A. PERS Contract.**

Subject to the terms of this subsection 6.10, the County will maintain its contract with the State Public Employees' Retirement System (PERS) and the benefits currently provided thereunder.

**B. [...] [Subsections B through F remain unchanged]**

**G. Employee Payment of PERS Member Contributions.**

**1. PEPRA Member Contributions.**

Members of the PEPRA Tier will contribute toward the PEPRA Tier an employee contribution in an amount equal to not less than fifty percent (50%) of the normal cost of the new tier, as determined from time to time by PERS, or the amount of the contribution provided by this MOU for members of the PEPRA Tier, whichever is greater. Such contribution will be made by payroll deduction.

**2. Non-PEPRA Member Contribution.**

Employees subject to the Pre-PEPRA formulas described in paragraphs 6.10.C and 6.10.E above contribute 100% (8% or 7% based on the Pre-PEPRA tier and as established by statute) of the applicable PERS member contribution by payroll deduction.

Effective June 23, 2013, employees subject to the Pre-PEPRA formulas described in paragraphs 6.10.C and 6.10.E above will contribute an additional three percent (3%) of the applicable PERS member

contribution by payroll deduction. County payments toward the PERS employee member contribution will reduce by three percent (3%) on June 23, 2013, so that its payment of the member contribution is eliminated in its entirety.

3. [...] [Subsection 3 remains unchanged]
4. Pre-Tax Treatment PERS Member Contributions [...] [This section is renumbered but otherwise unchanged]

IX. 6.12 Tuition Reimbursement Program

A. Objective

The Tuition Reimbursement Program is designed to encourage employees to continue their self-development by enrolling in classroom courses which will educate them in new concepts and methods in their occupational fields and prepare them to meet the changing demands of their jobs.

[...] [Subsection B is unchanged]

C. Policy for Tuition Reimbursement

1. Courses must be related to the work of the employee's position or occupation in such a fashion as will offer substantial benefit to the County.  
[...] [Subsections 2 through 9 are unchanged]
10. Reimbursement shall be made only upon presentation of evidence of payment for and successful completion of courses (as evidenced by a passing grade of "C" or higher, or its equivalent, or "CR" when the course is required as a milestone course to complete the degree program) and a satisfactory (standard or above) current performance evaluation. Reimbursement is made for the same fiscal year in which the course is completed and documentation must be presented to the Department of Human Resources within ninety (90) calendar days after the course completion date.

D. Nature of Reimbursement

1. Reimbursement in the amount of fifty percent (50%) may be made for tuition, registration fees, laboratory fees and required textbooks. Other related expenses and incidental costs are not reimbursable.
2. Reimbursement shall be limited as follows:
  - a. No employees shall be reimbursed for more than two courses in a single semester or quarter. When the educational institution does not recognize a semester or quarter system (e.g. self-paced

classes), the employee may seek reimbursement for not more than three courses in a four-month period within the same fiscal year.

- b. The maximum reimbursement that may be received by any employee in one fiscal year shall be five thousand dollars (\$5,000).
- c. An employee shall be reimbursed for expenses totaling five (\$5.00) dollars or more for a single course. Expenses less than five dollars (\$5.00) for a single course are not reimbursable.
- d. No employee shall be reimbursed for non-resident fees above the normal resident fees.

E. Procedure for Tuition Reimbursement

1. Prior to the course start date, the employee shall submit the request for Tuition Reimbursement through such supervisory channels as are designated by the head of their department, on forms provided by the Director of Human Resources.

[Subsections 2 through 7 are unchanged]

[Subsection F is unchanged]

X. 6.16 Administrative Leave- Management and Unrepresented Employees

- A. Administrative Leave Benefit

[...] [Subsection A is unchanged]
- B. Restrictions Regarding the Use of Administrative Leave by Management and Unrepresented Employees
  1. Subject to advance approval by the Department head, Administrative Leave may be taken at any time during the fiscal year, but must be taken within the fiscal year in which it is given. Administrative Leave may be used as sick leave, but only after all accrued sick leave has been exhausted.
  2. No person shall be permitted to work for compensation for the County in any capacity while on Administrative Leave.
  3. No eligible employee shall carry over Administrative Leave from one fiscal year to another. Termination of an employee's continuous service, except by reason of regular or disability retirement, shall cancel all unused Administrative Leave. Employees terminating employment because of regular or disability retirement shall be paid for unused Administrative Leave in the following manner:

Convert all to the Retirement Health Savings Account to pay for retiree health in accordance with County policy.

Employees not terminating their County employment and accepting a regular position within the County that does not qualify to receive Administrative Leave shall convert all unused Administrative Leave hours to the Retirement Health Savings Account to pay for retiree health in accordance with County policy.

[Subsections 4 and 5 are unchanged]

XI. 7.2 Temporary Modified Duty Assignments

[Subsections A and B are unchanged]

C. The employee's department head will determine the assignment and its duration, but the employee shall return to their normal job as soon as released by their treating physician or is no longer temporarily disabled.

The availability of light duty will be determined through the interactive process, consistent with the American's with Disabilities Act (ADA) and applicable state law. Each request for accommodation will be evaluated individually, considering medical documentation, operational needs, and potential undue hardship. When multiple employees are eligible for a light duty assignment, priority may be given to those recovering from a work-related injury in accordance with workers' compensation requirements. However, employees with non-work-related disabilities will also be given full and equal consideration for available assignments under the ADA

D. Selection among eligible employees will be based on job-related qualifications, skills, abilities, and operational needs.

E. A light-duty assignment will conclude when:

- o The employee is medically released to full duty;
- o The employee is no longer able to perform the temporary assignment with or without reasonable accommodation;
- o The assignment creates an undue hardship; or
- o Operational needs require reassignment of duties.

Before ending an assignment, the County will re-engage in the interactive process to explore additional accommodations, if appropriate.

XII. 8.1 Bilingual Pay

A. Eligibility

1. Any bilingual person employed in a designated public contact position which has been assigned duties involving regular and frequent use of bilingual skills shall be eligible to receive the additional compensation.

[...] [Subsections 2 through 5 are unchanged]

5. The compensable second languages shall be limited to those required in the delivery of public services to the various target groups within the County including, but not limited to Spanish, Tagalog.
- B. Bilingual Pay Differential Allowance
  1. Designated employees shall be eligible to receive additional compensation at the rate of seventy-five dollars (\$75.00) per pay period (approximately \$1,950.00 per year).

[Subsection 2 remains unchanged]

XIII. 8.2 Call Back and Standby Pay Differential

A. Call Back

Any employee who is called back to work shall be paid for call back duty at their straight time hourly rate, (subject to the provisions of Section 8, Hours of Work and Overtime, not to exceed the maximum step of the working level classification, with a guaranteed payment equivalent to three (3) hours straight time pay when the call back time worked is less than three (3) hours.

B. Standby

Standby is any time other than time when the employee is actually on duty during which an employee is not required to be on County premises but stand ready to immediately report for duty and must arrange so that their supervisor can reach the employee in ten (10) minutes notice or less.

If an employee is placed on standby duty, such employee shall be compensated for the time spent on assigned standby at four dollars (\$4.00) per hour. If such standby is spent on weekends or holidays, the employee shall be compensated at five dollars (\$5.00) per hour. No employee shall be paid for standby duty and call back work simultaneously.

XIV. 8.5 Executive Management Business Expense Allowance

County officials and employees in the following positions will be provided a business expense allowance to cover incidental expenses incurred in the performance of their duties:

County Administrator	\$75 biweekly
Department Heads	\$75 biweekly
Assistant Department Heads	\$75 biweekly
Undersheriff	\$75 biweekly

XV. 8.6 Automobile Allowance

All Department Heads will receive a biweekly automobile allowance at either Level 1 (\$300.00) or Level 2 (\$200.00). The County Administrator, in consultation with the Auditor-Controller has the authority for establishing or modifying the level of the

allowance for affected individuals. This allowance covers travel expenses in lieu of the use of any County vehicle or mileage reimbursement. The County Administrator shall periodically review and validate or modify all automobile allowances.

In addition, at the request of the Department Head, the County Administrator, in consultation with the Auditor-Controller may approve an automobile allowance in an amount up to the Level 1 amount of \$300 for certain County employees when it is deemed appropriate due to the travel requirements of the position.

XVI. 8.9 Management business Expense Allowance

Chief Deputy and senior management employees will receive a business expense allowance in the amount of fifty dollars (\$50.00) per month to cover incidental expenses incurred in the performance of their duties.

XVII. 9. Vacation

A. Every unrepresented employee in a regular or limited-term position shall receive vacation benefit for each pay period of continuous service according to the following schedule:

Continuous Service	Period of Service	Continuous	Vacation Accrual
0 through 78 pay periods	3.08 hours		200 hours
79 through 260 pay periods	4.62 hours		280 hours
Over 260 pay periods	6.16 hours		360 hours

Vacation accrual shall date from the first of the pay period following the pay period in which the employee commenced such continuous service. If such commencement date was the first working day of the pay period, vacation accrual shall start from such commencement date. Vacation accrual is credited at the end of each pay period and may be taken in the following pay period.

B. Every unrepresented employee in a regular part-time or limited-term position shall receive vacation benefits and maximum earnable vacation accrual in the same ratio to the vacation benefits received by an employee in a regular full-time or limited-term position with like pay periods of consecutive service, as the number of hours in the part time work schedule is to the numbers of hours in the full time work schedule.

C. [...] [Subsections C through F remain unchanged]

G. Notwithstanding any other provision of this resolution, department heads, assistant department heads, and other employees in positions assigned to the Executive Management Group, employed full time in a regular position, shall receive vacation benefits of 6.16 hours per pay period of continuous service to a maximum accrual of 480 hours. Persons employed on a less than full time basis shall receive

vacation benefits on a pro rata basis, proportional to their authorized hours, to a maximum accrual of 480 hours. Elected officials are not subject to this provision.

H. Newly hired employees in the Senior Management Group employed full time in a regular or limited term position, shall receive vacation benefits according to the following schedule:

Pay Periods	Per Pay Period of Continuous Service	Maximum Earnable Vacation Accrual
0 through 78 pay periods	4.62 hours	320 hours
79 through 260 pay periods	4.62 hours	400 hours
Over 260 pay periods	6.16 hours	480 hours

Unrepresented persons employed on a less than full time basis shall receive vacation benefits on a pro rata basis, proportional to their authorized hours.

I. [...] [Subsections I through L remain unchanged]

M. Prior to the beginning of each calendar year, an unrepresented employee wishing to cash out up to eighty (80) hours of vacation accruals, may make such a request between November 1st and by no later than December 20th of the preceding year. This election shall be irrevocable. Payment will be made before December 31st of the next calendar year. Approval of such a request will be conditional upon:

[...] [Subsections 1 and 2 remain unchanged]

#### XVIII. 12. Bereavement Leave

A. Employees shall be entitled to a bereavement leave, not chargeable to vacation or sick leave, in the event of the death of one of the following members of the employee's family:

- natural, step, adoptive parents and grandparents of the employee;
- a person acting in loco parentis for the employee;
- natural, step, current foster, adopted children and grandchildren of the employee;
- natural, step, adopted siblings of the employee;
- present spouse/domestic partner of the employee;
- a person assuming the role of the employee's spouse;
- ex-spouse/domestic partner who is a natural parent of a minor child in the custody of the employee;
- natural parents and grandparents of the employee's spouse/domestic partner;
- grandchildren of the employee's spouse/domestic partner;
- natural siblings of the employee's spouse/domestic partner;
- present spouses/domestic partners of the employee's natural and adopted siblings;
- the employee's children's present spouse/domestic partner (e.g. son-in-law and daughter-in-law).

- B. Bereavement leave shall be a maximum of forty (40) hours within ten (10) consecutive calendar days. Leave benefits will be prorated for part-time employees based upon the number of hours worked in proportion to the relationship their basic workweek bears to forty (40) hours (for example, a half-time employee has a maximum of twenty (20) hours to use within the timeframe indicated above). Employees desiring more time off under these circumstances may request vacation or other appropriate leaves which may or may not be granted at the sole discretion of the department head. The department head may require an affected employee to submit proof of qualifying relationship in order to be eligible for bereavement leave.
- C. An employee who experiences a reproductive loss shall be eligible for bereavement leave in accordance with Section 12, paragraph B above. This provision shall be applicable to the employee who directly experienced the reproductive loss (e.g., mother or father) and the employee's parents. The employee's parents shall be allowed a maximum of twenty-four (24) hours of bereavement leave within ten (10) consecutive calendar days. Bereavement leave for a reproductive loss shall not be available to any other family members identified in Section 12, paragraph A.

For purposes of this section, a reproductive loss includes a miscarriage, stillbirth, failed surrogacy; failed adoption; or unsuccessful assisted reproduction procedure.

XIX. 13.2 Family and Medical Leave

- A. In accordance with the Family Rights Act of 1991, a permanent full-time or permanent part-time employee who has been continuously employed by the County for one year may take up to a total of four (4) months in a 24-month period as an unpaid leave of absence for the purpose of caring for members of the employee's immediate family. The request for Family Leave shall be made in writing and is subject to the approval of the department head.
- B. Immediate family is defined as a dependent child (including a foster child), spouse/domestic partner or parent of the employee. Family Leave may be used for the birth or adoption of a child, to care for a child with a serious illness or to care for a spouse/domestic partner or parent with a serious health condition, or to care for a designated person as provided for under FMLA/CFRA. The County may require that a request for a Family Leave be supported by a certification issued by a health care provider or by proof of adoption.  
[Subsections C through F remain unchanged]

XX. 14. Holidays

[Subsections A through H remain unchanged]

I. Holidays

1. Fixed Paid Holidays Include:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3 <sup>rd</sup> Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	3 <sup>rd</sup> Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Indigenous Peoples' Day	2 <sup>nd</sup> Monday in October
Veterans' Day	November 11
Thanksgiving	4 <sup>th</sup> Thursday in November
Day following Thanksgiving	4 <sup>th</sup> Friday in November
Christmas Eve Day*	December 24 <sup>th</sup>
Christmas	December 25
New Year's Eve*	December 31 <sup>st</sup>

\*In accordance with County Code Section 2-01, the County's normal business hours are 8:00 a.m. to 5:00 p.m. As the normal workday is eight (8) hours and normal meal period is one (1) hour, the County's anticipated meal period is from 12:00 noon to 1:00 p.m., which is unpaid. On these dates, employees who are scheduled to work shall receive four (4) hours of holiday pay which shall be used at the end of their work shift.

2. Other Paid Holidays:

- a. Unrepresented employees receive one (1) paid floating holiday in each calendar year. The timing of an employee's use of the floating holiday shall be subject to advance approval of the Department Head or designee.
- b. In addition to subparagraph a. above, regular and limited term confidential employees who have retained their Civil Service status, receive one (1) paid holiday in each calendar year. The timing of an employee's use of the floating holiday shall be subject to advance approval of the Department Head or designee.
- c. In addition to subparagraph a. above, regular and limited term Executive management, Legislative management and senior management, receive one (1) paid holiday in each calendar year. The timing of an employee's use of the floating holiday shall be subject to advance approval of the Department Head or their designee.
- d. Special or limited holidays appointed by the President or Governor.

e. Such other days in lieu of holidays as the Board of Supervisors may determine.

[Subsection 3 remains unchanged]

XXI. 19. Grievances

19.1 Grievance Definition

A grievance is any dispute which involves the interpretation or application of any provision of this Personnel and Salary Resolution, which is not covered by a Memorandum of Understanding (for represented employees), excluding those provisions of this Personnel and Salary Resolution which specifically provide that the decision of any County official shall be final, the interpretation, or application of those provisions not being subject to the grievance procedure.

[Remainder of Section 19 remains unchanged]

**Further resolved**, that the Solano County Board of Supervisors authorizes the Director of Human Resources to make any technical corrections required to effectuate this Resolution.

Passed and adopted by the Solano County Board of Supervisors at its meeting on November 18, 2025 by the following vote:

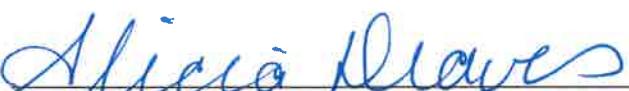
AYES:	SUPERVISORS	<u>James, Brown, Williams, Vasquez, and Chair Mashburn</u>
NOES:	SUPERVISORS	<u>None</u>
EXCUSED:	SUPERVISORS	<u>None</u>



MITCH H. MASHBURN, Chair  
Solano County Board of Supervisors

ATTEST:

IAN M. GOLDBERG, Clerk  
Solano County Board of Supervisors

By:   
Alicia Draves, Chief Deputy Clerk