

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

WHEREAS, the Personnel and Salary Resolution approved by the Board of Supervisors outlines the guidelines for personnel administration for unrepresented employees; and

WHEREAS, the County of Solano has found it necessary to modify certain sections of the Personnel and Salary Resolution regarding leaves, benefits, and other personnel administration policies;

NOW, THEREFORE, IT IS RESOLVED AND ORDERED, that the Solano County Board of Supervisors hereby approves the following amendments:

1. Amend the Personnel and Salary Resolution to reflect the following changes:

Division II, Terms and Conditions of Employment

Section 8. OVERTIME

A. Overtime Work Defined

1. For employees assigned to an eight (8) hour day/five (5) days per week work schedule,
~~O~~vertime work shall be defined as all work specifically authorized by the department head that is performed in excess of forty (40) hours per week.

C. Overtime Payment

1. The Board of Supervisors, by, amendment to the Alphabetical Lists shall adopt a list of employees by classification who are assigned specific overtime codes (e.g., 01, 02, 03, 05, ~~06~~, 09 etc.).
 - a. Employees incumbent in classifications designated as at overtime code 01 shall be granted compensatory time off (CTO) for all overtime worked in excess of forty (40) hours in a week, at straight time. Extra help employees in classifications designated as 01 shall receive straight time pay for all overtime worked.
 - b. Employees incumbent in classifications designated as at overtime code 02 shall be granted CTO for all overtime worked in excess of forty (40) hours in a week, at straight time. Whenever an accrual balance is at or above forty hours, the employee may elect to receive straight time pay for overtime worked. Extra help employees in classifications designated as overtime code 02 shall receive straight time pay for all overtime worked.
 - c. Employees incumbent in classifications designated as at overtime code 03 shall be paid for all overtime worked in excess of forty (40) hours in a week at one and one-half times the normal hourly rate, ~~however, employees may be granted CTO at the rate of one and one-half hours off for each hour worked in lieu of overtime payment with the concurrence of the appropriate departmental authority. Compensatory time off shall be approved at the sole discretion of the department head.~~
 - d. ~~Employees incumbent in classifications designated as 04 shall be granted CTO for all overtime work at straight time. Whenever an employee's CTO accrual balance (less holiday and court time CTO) is at or above forty (40) hours, the employee may~~

~~elect, during the pay period in which it is earned, to receive straight time pay for overtime worked.~~

~~f. Employees incumbent in classifications designated as 06 shall be paid for all time worked in excess of forty (40) hours in a week (Saturday midnight to Saturday midnight) at one and one-half times the normal hourly rate.~~

g. Employees incumbent in classifications designated as overtime code 09 shall be paid for all overtime worked ~~in excess of forty (40) hours in a workweek~~ at one and one-half times the regular rate of pay; however, employees may be granted, at the sole discretion of the department head, CTO at one and one-half hours off for each hour worked in lieu of overtime payment.

Division III, Employee Benefits

Section 1.I. HOLIDAYS

2. Other Paid Holidays

a. The last working day before Christmas Day or the last working day before New Year's Day. (County offices shall remain open for business on both days.) With approval by the employee's supervisor the holiday may be taken any time during the period between Christmas Eve and the end of the first full pay period in January of the new year~~week of Christmas Eve through New Year's Eve.~~

d. This section, (2d), shall be eliminated December 31, 2012. Floating holidays annually in accordance with the following:

1) Two (2) Floating Holidays annually on January 1st of each year. (The conditions listed below must be met in order to qualify for Floating Holidays.)

a) Only those employees who have either successfully completed their initial County probationary period, or 26 full pay periods of continuous service, whichever is less, are eligible to receive these Floating Holidays.

1] Employees who successfully complete their initial County probationary period between January 1st and June 30th of any given year shall receive one (1) Floating Holiday effective July 1st of that year.

2] Employees who successfully complete their initial County probationary period between July 1st and December 31st of any given year shall not receive any Floating Holidays for that year, but shall receive two (2) Floating Holidays effective January 1st of the succeeding year.

Section 11. INSURANCE AND SERVICE PLANS

Medical, Dental, Vision and Life Insurance plans are available to employees employed in regular, part-time intermittent or limited-term positions.

A. Regular or limited-term employees are eligible for coverage as follows:

1. Medical and Hospitalization is available for the employee and eligible dependents at the beginning of the month following the month in which employed. The County has

established a cafeteria plan in conjunction with the California Public Employees' Retirement System (CalPERS) Health Insurance Plan. The County's contribution to the cafeteria plan is 75% of the CalPERS Kaiser Bay Area Region family rate. Employees who waive coverage will receive no more than \$500.00 per month minus the CalPERS Minimum Employer Contribution (MEC) as cash back. Employees who elect employee only coverage will receive no more than \$334.58 per month as cash back, depending on the medical plan selected.

Division V, Salary Plan Administration

Section 3. MERIT INCREASES WITHIN RANGE

- B. Every employee in a regular position shall have a merit increase eligibility date. The merit increase eligibility date for all employees hired or promoted before April 1, 2012, which shall be the first day of the pay period following completion of the number of full pay periods of service indicated in the chart below:

After:	<u>13 Pay Periods</u>	<u>13 Pay Periods</u>	<u>26 Pay Periods</u>	<u>39 Pay Periods</u>
Salary Range Steps	2	3	4	5

The merit increase eligibility date for all employees hired or promoted on or after April 1, 2012, shall be the first day of the pay period following completion of 26 pay periods as indicated in the chart below:

<u>After:</u>	<u>26 Pay Periods</u>	<u>26 Pay Periods</u>	<u>26 Pay Periods</u>	<u>26 Pay Periods</u>
<u>Salary Range Steps</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

Section 11. RETIREMENT

B. Benefits

- The County's contract with CalPERS provides covered Miscellaneous employees with a 2.7% at 55 benefit based on one-year final compensation and coordinated with social security.

~~The County pays a portion of the Miscellaneous employees' 8% normal retirement contribution (following normal PERS accounting procedures) to PERS based upon applicable Resolution.~~

Effective May 4, 2012, the County's contract with CalPERS will be amended to provide the Miscellaneous 2% @ 60 retirement benefit for all employees entering membership in Miscellaneous classifications on or after May 4, 2012. Final compensation for the new plan shall be based on each employee's average highest three consecutive years of final compensation.

The County's contribution to Miscellaneous employees' normal retirement contribution (EPMC) is as follows:

<u>Legislative Management</u>	<u>0%</u>
<u>Executive Management</u>	<u>0%</u>
<u>Senior Management</u>	<u>2%</u>

Confidential Employees 0%

2. The County's contract with CalPERS~~the Public Employees' Retirement System~~ provides Safety Retirement (2% @ 50) for employees in county peace officer classifications~~the following classifications:~~

~~Director of Probation~~

~~Assistant Probation Director~~

~~Probation Services Manager~~

~~Supervising Group Counselor~~

Effective May 4, 2012, the County's contract with CalPERS will be amended to provide the Safety 2% @ 55 retirement benefit for all employees entering membership in county peace officer classifications on or after May 4, 2012. Final compensation for the new plan shall be based on each employee's average highest three consecutive years of final compensation.

The County's contribution to county peace officer employees' normal retirement contribution (EPMC) is as follows:

<u>Executive Management</u>	<u>0%</u>
<u>Senior Management</u>	<u>3%</u>

3. The County's contract with CalPERS provides Safety Retirement (3% @ 50) for employees in local sheriff~~the following~~ classifications:

~~Sheriff~~

~~Undersheriff~~

~~Captain-Sheriff~~

~~Lieutenant-Sheriff~~

Effective January 17, 2011, the County's contract with CalPERS was amended to provide the Safety 3% @ 55 retirement benefit for all employees entering membership in local sheriff classifications on or after January 17, 2011. Final compensation for the new plan is based on each employee's average highest three consecutive years of final compensation.

~~The County pays the entire 9% of the employees' contribution.~~

The County's contribution to local sheriff employees' normal retirement contribution (EPMC) is as follows:

<u>Executive Management</u>	<u>0%</u>
<u>Senior Management</u>	<u>3%</u>
<u>Mid Management (Confidential)</u>	<u>3%</u>

Division VI, Tuition Reimbursement Program

Section 6. CONTINUED SERVICE REQUIREMENT

An employee must continue in a full-time, regular position in the County service for one (1) year from the date of last receipt of a tuition reimbursement warrant. Failure to continue in the County service, through resignation or discharge (excluding layoff), will result in the forfeiture of any tuition reimbursement payments received less than one (1) year prior to separation. In

such situation, the Auditor-Controller is authorized to make a deduction from the employee's final payroll warrant for the appropriate amount of tuition reimbursement to be forfeited.

2. Authorize the Director of Human Resources to make any necessary technical corrections.

On motion of Supervisor _____, and second by Supervisor _____, the Solano County Board of Supervisors adopted this resolution on _____, 2012, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

EXCUSED: SUPERVISORS _____

LINDA J. SEIFERT, CHAIR
Solano County Board of Supervisors

ATTEST:

BIRGITTA E. CORSELLO, Clerk
Solano County Board of Supervisors

By: _____
Patricia J. Crittenden, Chief Deputy Clerk