

Below are sections or subsections of the Personnel and Salary Resolution revised as shown:

5.4 Merit Increases

- B. Every employee, except for Board Aide, 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, 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:	13 Pay Periods	13 Pay Periods	26 Pay Periods	39 Pay Periods
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:

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

If an employee begins employment on the first working day of a pay period, it shall be considered for purposes of this Section that such employment began on the first calendar day of that pay period. If the employee's first working day is after the first Monday (or after the first Tuesday, if Monday is a holiday) of the pay period, time will accrue from the first day of the next pay period for step increases and eligible fringe benefit accrual determinations.

The granting of any leave of absence without pay, other than military leave [or workers' compensation leave](#), exceeding seven (7) consecutive calendar days in a pay period shall cause the merit increase eligibility date to be extended to the first of the pay period following completion of the leave of absence without pay.

A salary range step increase for Board Aide shall not be automatic or time-based and given only upon the approval of the assigned Supervisor.

[All other portions of Personnel & Salary Resolution, Section 5.4 remain unchanged.]

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

An employee enrolled in PEMHCA for "employee plus one or more dependents" shall receive a County contribution of fifty dollars (\$50.00) per month into the Cafeteria Plan. Alternatively and in lieu of the fifty dollar (\$50.00) per month contribution, ~~and effective the beginning of the pay period which follows the Board of Supervisors' adoption, for an employee enrolled in PEMHCA for "employee plus two or more dependents" and whose job classification has a maximum salary of six thousand four hundred eighty-seven dollars (\$6,487.00) or less per month,~~ shall receive a County contribution of eighty dollars (\$80.00) per month into the Cafeteria Plan [when the employee's job classification has a maximum monthly salary as listed in the table below.](#)

<u>Maximum salary of:</u>	<u>For \$80 monthly contribution as of:</u>
<u>\$6,487.00</u>	<u>October 8, 2017</u>
<u>\$6,682.00</u>	<u>November 17, 2019</u>
<u>\$6,882.00</u>	<u>November 15, 2020</u>
<u>\$7,020.00</u>	<u>November 14, 2021</u>
<u>\$7,090.00</u>	<u>May 15, 2022</u>
<u>\$7,161.00</u>	<u>September 4, 2022</u>

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 ~~(\$50/\$80)~~ shall sunset ~~November 31, 2019~~ October 21, 2022.

[All other portions of Personnel & Salary Resolution, Section 6.3.1 remain unchanged.]

6.12 Tuition Reimbursement Program

D. Nature of Reimbursement

1. Reimbursement in the amount of fifty (50) percent 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 (2) courses in a single semester or quarter.
 - b. The maximum reimbursement that may be received by any employee in one fiscal year shall be one thousand one hundred (\$1,100) dollars. Effective July 1, 2020, the maximum reimbursement that may be received by an employee in one fiscal year shall be two thousand dollars (\$2,000).
 - 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.

[All other portions of Personnel & Salary Resolution, Section 6.12 remain unchanged.]

6.17 401(a) Defined Contribution Plan

- C. Eligible employees in the Executive Management Group and the Senior Management Group may elect to participate in the 401(a) plan up to a maximum of twenty-five percent (25%) of salary, not to exceed the maximum deferred compensation contribution allowed under the Internal Revenue Code. This plan is solely funded with employee contributions.

[All other portions of Personnel & Salary Resolution, Section 5.17 remain unchanged.]

9. Vacation

- 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:

<u>Continuous Service</u>	<u>Period of Continuous Service</u>	<u>Vacation Accrual</u>
0 through 78 pay periods	4.62 hours	280 hours
79 through 260 pay periods	4.62 hours	360 hours
Over 260 pay periods	6.16 hours	440 hours

~~of 3 weeks annually which is equal to 4.62 hours per pay period of continuous service to a maximum accrual of 280 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 280 hours. Employees in the Senior Management Group shall continue to be eligible to accrue the maximum vacation of 6.16 hours per pay period as provided under Section 9, Vacation, paragraph A. The maximum earnable vacation accrual for employees in the Senior Management Group who receive vacation benefits of 6.16 hours per pay period of continuous service is 440 hours.~~

[All other portions of Personnel & Salary Resolution, Section 9 remain unchanged.]

10. Sick Leave

- E. Not more than eighty (80) hours of sick leave annually may be granted to an employee for absence due to the care or attendance of ill or injured members of his/her immediate family. Not more than one hundred twenty (120) hours of sick leave annually may be granted to an employee in the Executive Management Group or the Senior Management Group for absence due to the care or attendance of ill or injured members of his/her immediate family.
- I. An employee who is rehired into a regular or limited term position within one year from his/her date of employment separation shall, upon rehire, have his/her previously accrued and unused sick leave added back to his/her sick leave accrued leave balance. For the purposes of this paragraph, the term "unused sick leave" means those sick leave hours which were accrued and not used in any fashion (e.g., hours used, paid out or converted as provided elsewhere within this chapter).

[All other portions of Personnel & Salary Resolution, Section 10 remain unchanged.]

14. Holidays

I. Holidays

1. Fixed Paid Holidays Include:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3 rd Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	3 rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans' Day	November 11

Thanksgiving
Day following Thanksgiving
Christmas

4th Thursday in November
December 25

Effective January 1, 2020, the fixed paid holidays in the above table shall be amended by adding:

- December 24th Christmas Eve Day (beginning at 1:00 p.m.)
- December 31st New Year's Eve (beginning at 1:00 p.m.)

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 and shall use four (4) hours of holiday pay, and shall work the balance of their regularly scheduled work shift.

[All other portions of Section 14 remain unchanged.]