

RESOLUTION NO. 2025 - ____

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 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	13 Pay	26 Pay	39 Pay
	Periods	Periods	Periods	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	26 Pay	26 Pay	26 Pay
	Periods	Periods	Periods	Periods
Salary Range Steps	2	3	4	5

II. 5.8 Salary Upon Reclassification

~~The salary of an incumbent~~ When a regular, limited term or probationary employee's position is reclassified and the employee remains in the reclassified position, who remains

~~in a position which is 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 designated as a Y-Rate and shall not change during continuous regular service until 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: of the employee or until the period of calendar time indicated in the schedule below has elapsed, whichever is sooner. If, at the end of the calendar period indicated below, the salary of the employee still exceeds the maximum of the new salary range, the salary of the employee shall be reduced to the maximum salary for the new class.
 - 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.

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

25 or more

7 years after ~~from the date of~~
reclassification date

III. 5.9 Longevity Compensation

~~For the purpose of longevity, continuous service is defined as employment in a regular or limited term position which has not been interrupted by resignation, discharge, or retirement.~~

- A. Longevity Pay Amounts ~~All employees employed in regular or limited term full-time positions, including employees assigned to appointed or elected positions in the Executive Management Group, shall be entitled to longevity pay as follows:~~

Confidential Employees

Confidential employees ~~s~~Shall be entitled to a 2.5% increase in compensation upon the completion of ten (10) years of continuous ~~full-time~~ 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 ~~full-time~~ service with the County shall be entitled to an additional 2.5% increase in compensation (a total of ~~57.5%~~); employees who complete twenty-five (25) years of continuous ~~full-time~~ service with the County shall be entitled to an additional 2.5% increase in compensation (a total of ~~7.510%~~); employees who complete thirty (30) years of continuous ~~full-time~~ service with the County shall be entitled to an additional 2.5% increase in compensation (a total of ~~4012.5%~~); employees who complete thirty-five (35) years of continuous ~~full-time~~ service with the County shall be entitled to an additional 2.5% increase in compensation (a total of ~~42.515%~~) over the rate for the class in which employed.

~~Effective the first pay period in July 2023, confidential employees shall be entitled to a 2.5% increase in compensation upon the completion of fifteen (15) years of continuous full-time service with Solano County. With this addition, the maximum longevity compensation shall be a total of 15%.~~

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: ~~S~~shall be entitled to a 2.5% increase in compensation upon the completion of ten (10) years of continuous ~~full-time~~ service with the County; employees who complete fifteen (15) years of continuous ~~full-time~~ 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 ~~full-time~~ 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 ~~full-time~~ 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 ~~full-time~~ 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 ~~full-time~~ 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.

~~For~~ In addition to service with the County, Executive Management, Legislative Management and Senior Management, shall receive credit for prior years of service employed with California cities, counties, joint power authorities, and other 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, as approved by the Director of Human Resources and the County Administrator shall be counted in the continuous full-time service.

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 assistant/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.

~~BC.~~ 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.

~~C. 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.~~

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.

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 75% of the PEMHCA Bay Area Kaiser Permanente family rate minus the PEMHCA MEC.~~

~~Effective with coverage beginning January 1, 2023, 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. ~~Alternatively and in lieu of the fifty dollar (\$50.00) per month contribution, for an employee enrolled in PEMHCA for "employee plus two or more dependents" 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>
\$7,161.00	September 4, 2022
\$7,519.05	October 30, 2022

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 October 21, 2022. The 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 above shall sunset at the end of the last pay period in December 2022.~~ The County contribution of fifty dollars (\$50.00) per month into the cafeteria plan shall sunset October 25~~31~~, 2025~~8~~.

[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 75% 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. Effective with coverage beginning January 1, 2023, 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: ~~Effective January 8, 2023, t~~The County will contribute a dollar for dollar match up to a maximum of twenty-five dollars (\$25.00) a pay period to the deferred compensation account of any County employee who is actively enrolled. Effective the first pay period in January 2024, the County shall increase its contribution to fifty dollars (\$50.00) per pay period. Effective the first pay period in January 2025, the County shall increase its contribution to 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. PEPPRA Member Contributions.

Members of the PEPPRA Tier will contribute toward the PEPPRA 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 PEPPRA Tier, whichever is greater. Such contribution will be made by payroll deduction.

2. Non-PEPPRA Member Contribution.

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

Effective June 23, 2013, employees subject to the Pre-PEPPRA 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.

IX. [...] [Subsection 3 remains unchanged]

~~4. Employee Payment of Employer Contributions.~~

- ~~1. Effective October 27, 2013 employees shall share in the PERS employer rate increases for employer rate costs between 14% – 16% as an additional employee deduction; however, the maximum employee contribution shall not exceed one half of one percent (0.5%) through and including September 27, 2014.~~
- ~~2. Effective September 28, 2014, employees shall share in the PERS employer rate increases for employer rate costs between 14% – 16%. The maximum employee contribution shall not exceed one percent (1%).~~
- ~~3. Effective January 1, 2017, the employees share of payment toward the PERS employer rate, specified in Section 6.10-G (4) (a), shall sunset.~~

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

X. 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 ~~one thousand one hundred dollars (\$1,100).~~ 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). Effective July 1, 2023, the maximum reimbursement that may be received by an 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, ~~t~~The employee shall submit the request apply 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]

XI. 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.

~~Effective the pay period of January 22, 2023, e~~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]

XII. 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. is available for a maximum of eighteen (18) weeks. Department heads may extend light duty assignments which are a result of a work related injury, beyond eighteen (18) weeks, on a case by case basis.

- D. ~~If there is more than one industrially disabled employee eligible for a light duty assignment, first consideration shall be given to the employee with the most pertinent qualifications, skills, and abilities who has been off work the longest period of time without pay.~~ 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
- E. Selection among eligible employees will be based on job-related qualifications, skills, abilities, and operational needs.
- F. A light-duty assignment will conclude when:
- The employee is medically released to full duty;
 - The employee is no longer able to perform the temporary assignment with or without reasonable accommodation;
 - The assignment creates an undue hardship; or
 - 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.

~~After industrially injured employees have been considered, non-industrial disabled employees will be given a second consideration on the same basis as provided above.~~

XIII. 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 (e.g., to Spanish, Tagalog).

B. Bilingual Pay Differential Allowance

1. Designated employees shall be eligible to receive additional compensation at the rate of ~~sixty-five dollars (\$65.00) per pay period (approximately \$1,690.00 per year).~~

~~Effective the pay period of October 30, 2022, the additional compensation rate shall be seventy-five dollars (\$75.00) per pay period (approximately \$1,950.00 per year).~~

[Subsection 2 remains unchanged]

XIV. 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 two-four dollars and ~~fifty cents (\$2.50)~~

~~(\$4.00)~~ per hour. If such standby is spent on weekends or holidays, the employee shall be compensated at ~~three~~ five dollars ~~(\$3.00)~~ (\$5.00) per hour. No employee shall be paid for standby duty and call back work simultaneously.

[Remainder of section remains unchanged]

XV. 8.5 Executive Management Business Expense Allowance

~~Effective July 1, 2017, 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 — \$50 biweekly
Department Heads — \$50 biweekly~~

~~Effective the pay period of January 22, 2023, 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 <u>\$50</u> biweekly
Department Heads	\$75 <u>\$50</u> biweekly
Assistant Department Heads	\$75 <u>\$50</u> biweekly
Undersheriff	\$75 <u>\$50</u> biweekly

~~Effective July 1, 2023, the business expense allowance amount shall be seventy-five dollars (\$75.00) biweekly.~~

XVI. 8.6 Automobile Allowance

~~Effective July 1, 2017, a~~All Department Heads will receive a biweekly automobile allowance at either Level 1 (~~\$300.00~~²⁵⁰) or Level 2 (~~\$200.00~~¹⁵⁰). 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.

~~Effective July 1, 2023, the automobile allowance amount for Level 1 shall be three hundred dollars (\$300.00) and Level 2 shall be two hundred dollars (\$200.00).~~

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 ~~\$250~~ ^(\$300, effective July 1, 2023) for certain County employees when it is deemed appropriate due to the travel requirements of the position.

XVII. 8.9 Management business Expense Allowance

~~Effective the pay period of January 22, 2023, 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.~~

~~XVIII. 8.10 Unit 00 Employee Recognition Retention Program~~

~~Unit 00 Unrepresented Extra Help Employees Payable by the last pay check in February 2023, in an effort to retain employees and recognize the work performed by unrepresented extra help employees, the County shall provide a one-time bonus in the amount of one thousand five hundred dollars (\$1,500) (pro-rated based on the employee's full-time equivalence over the past twelve (12) months with the look-back period of September 2021 through September 2022). To qualify for this bonus, the unrepresented extra help employee must have been employed as of September 4, 2022 and be employed with the County at the time when the payment is made.~~

XIX. 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	160 <u>200</u> hours
79 through 260 pay periods	4.62 hours	240 <u>280</u> hours
Over 260 pay periods	6.16 hours	320 <u>360</u> 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 ~~full-time~~ regular position, shall receive vacation benefits of 6.16 hours per pay period of continuous service to a maximum accrual of ~~480~~ 440 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~~ 440 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:

<u>Pay Periods</u>	<u>Per Pay Period of Continuous Service</u>	<u>Maximum Earnable Vacation Accrual</u>
0 through 78 pay periods	4.62 hours	280 320 hours
79 through 260 pay periods	4.62 hours	360 400 hours
Over 260 pay periods	6.16 hours	440 480 hours

Unrepresented ~~P~~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]

XX. 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 ~~brothers and sisters~~ 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 ~~brothers and sisters~~ siblings of the employee's spouse/domestic partner;
- present spouses/domestic partners of the employee's natural and adopted ~~brothers and sisters~~ siblings;
- the employee's children's present spouse/domestic partner (e.g. son-in-law and daughter-in-law) of the employee.

~~A female employee who has a miscarriage or who gives birth to a stillborn child shall be eligible for bereavement leave. This provision shall be applicable only to the employee having the miscarriage and not for any other family members.~~

- B. Such Bereavement leave shall be a maximum of forty (40) hours within ten (10) consecutive calendar days, ~~whether services are within the State or outside the State of California.~~ 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.

XXI. 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]

XXII. 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 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
Indigenous Peoples' Day	2 nd Monday in October
Veterans' Day	November 11
Thanksgiving	4 th Thursday in November
Day following Thanksgiving	<u>4th Friday in November</u>
Christmas Eve Day*	December 24 th (beginning at 1:00p.m.-)
Christmas	December 25
New Year's Eve*	December 31 st (beginning at 1:00p.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 which shall be used at the end of their ~~and shall work the balance of their regularly scheduled 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.** ~~Effective January 1, 2019, and for~~ 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. ~~Effective January 1, 2023, and for~~ 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.
- ed. Special or limited holidays appointed by the President or Governor.
- de. Such other days in lieu of holidays as the Board of Supervisors may determine.

[Subsection 3 remains unchanged]

XXIII. 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	_____
NOES:	SUPERVISORS	_____
EXCUSED:	SUPERVISORS	_____

MITCH H. MASHBURN, Chair
Solano County Board of Supervisor

ATTEST:
IAN M. GOLDBERG, Clerk
Solano County Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk