

COUNTY OF SAN BERNARDINO

EXEMPT COMPENSATION PLAN

2008- 2011

BOARD OF SUPERVISORS

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EXEMPT COMPENSATION PLAN

INTRODUCTION

Consistent with applicable laws, the following sections represent the salary and benefit program established by the Board of Supervisors as expressed in the Exempt Salary Ordinance for County employees included within the Exempt Group. The Exempt Compensation Plan shall in no manner be interpreted as a guaranteed or implied contract between the County and any employee or group of employees. To the extent the Exempt Compensation Plan is inconsistent with the Exempt Salary Ordinance, the Exempt Salary Ordinance shall prevail.

The Exempt Group consists of classifications that formulate and administer significant executive responsibilities under the direction of an Assistant County Administrator, an elected official, a department head or on behalf of the County Administrative Officer, as well as positions that have significant involvement in the County's employer-employee relations program, and those with access to highly confidential information and involvement with matters of significant impact to County operations. Positions are placed in the Exempt Group only by specific approval of the Board of Supervisors.

APPEAL RIGHTS

Notwithstanding any other provision in the County Code or the Personnel Rules, those serving in Classified Service positions have appeal rights under the Personnel Rules, except as otherwise provided herein. Any such appeals shall be heard by a Hearing Officer selected from the Civil Service Commission Hearing Officer list and appointed by the Civil Service Commission. The Civil Service Commission shall either accept or reject the Hearing Officer's findings and recommendations within 30 days of receipt by the Commission. The only grounds for rejection of the Hearing Officer's decision must be for one of the following and include specific details in writing:

- A. The recommendation was procured by corruption, fraud, or other undue means.
- B. There was corruption in the hearing officer.
- C. The rights of a party were substantially prejudiced by the misconduct of the neutral hearing officer.
- D. The hearing officer exceeded his or her powers.
- E. The rights of a party were substantially prejudiced by the refusal of the hearing officer to postpone the hearing upon sufficient cause being shown

therefore, or by the refusal of the hearing officer to properly include or exclude evidence material to the controversy.

Should such be the case, the Commission must state in writing specific reason(s) for the decision (A, B, C, D, or E) and subsequently conduct and complete a full and fair evidentiary hearing on the appeal within 30 days of rejecting the hearing officer's findings and recommendations unless the hearing cannot for good cause be completed within 30 days.

Those serving in Unclassified positions do not have Civil Service Commission appeal rights as they serve at the pleasure of the appointing authority.

Positions in the Exempt Group shall not have rights to the classification appeal procedures under Personnel Rule III, Section 5.

BENEFITS

A. Insurance Plans

1. Health and Dental

All eligible employees scheduled to work 40 hours or more per pay period in a regular position must enroll in a health and dental plan offered by the County. Employees who fail to elect health and dental plan coverage will be automatically enrolled in the health and dental plan with the lowest biweekly premium rates available in the geographical location of the employee's primary residence.

To be eligible for County health and dental plan coverage, an employee must be in a regular position scheduled for a minimum of 40 hours and have received pay for at least one-half plus one hour of scheduled hours or be on approved leave pursuant to the Family Medical Leave Act. Employees on an approved Workers' Compensation claim shall receive Benefit Plan contributions for up to 20 pay periods while off work due to that injury. However, after the sixth pay period off work, the employee is no longer eligible for health and dental plan coverage. The employee will have the option of enrolling in COBRA continuation coverage.

Enrollment elections must remain in effect for the remainder of the Plan year unless an employee experiences an IRS qualifying event.

Eligible employees may elect to enroll their dependents upon initial eligibility for health and dental insurance. Thereafter, newly eligible dependents may be enrolled within 31 days of obtaining dependent status, such as birth, adoption, marriage, or registration of domestic partnership.

Notification of a mid-year qualifying event must be submitted to the Benefits Chief, Employee Benefits and Services Division in accordance with procedures adopted by the County. Employees are responsible for notifying the County within 31 days of dependent's change in eligibility for the County plans.

Dependent(s) must be removed mid-Plan year when a dependent(s) becomes ineligible for coverage under the insurance plan eligibility rules, for example, divorce, over age dependent, or termination of domestic partnership.

Premiums for coverage will be automatically deducted from the employee's pay warrant. Failure to pay premiums will result in loss of coverage for the employee and/or the dependents.

a. Opt-Out and Waive

- i. Employees eligible for health plan coverage who are also enrolled in a comparable group health plan sponsored by another employer or are covered by a spouse who is also employed with the County may elect to discontinue enrollment in the County-sponsored health plan (opt-out or waive).
- ii. Employees who, prior to July 9, 2005, elected to opt-out of County-sponsored health plan coverage and continue to opt-out will forfeit the biweekly benefit plan amounts specified in the Benefit Plan Contribution section and will instead receive the following biweekly Benefit Plan amount: Employees scheduled for 61 to 80 hours per pay period shall receive \$161.54 per pay period. Employees scheduled for 40 to 60 hours per pay period shall receive \$80.77 per pay period. To receive the Benefit Plan amounts under this section, the employee must be paid for a minimum of one-half plus one of their scheduled hours. For instance, an employee scheduled to work 80 hours must be paid for a minimum of 41 hours.
- iii. Employees scheduled to work 61 to 80 hours who, prior to July 9, 2005, elected to waive health plan coverage to a spouse or domestic partner employed by the County and continue to waive will receive \$230.00 per pay period; employees scheduled for 40 to 60 hours who waive shall receive \$115.00 per pay period.
- iv. New "opt-outs" or "waives" (i.e., employees hired after July 1, 2005 or current employees who opt-out or waive effective July 9, 2005 and any time thereafter) scheduled for 61 to 80 hours per pay

period will receive \$40.00 per pay period; new opt-outs or waives scheduled for 40 to 60 hours shall receive \$20.00 per pay period.

- v. Elected Officials are not required to enroll in County sponsored health and dental coverage. An Elected Official who does not participate in a County-sponsored health plan will receive a Benefit Plan amount of \$161.54 per pay period.

Employees eligible for dental plan coverage who are also enrolled in a comparable group dental plan sponsored by another employer may elect to discontinue enrollment in their County-sponsored dental plan.

The rules and procedures for electing to opt-out of County-sponsored health and dental plan coverage are established and administered by the Employee Benefits and Services Division.

- vi. Employees may elect to opt-out of County health and/or dental plan(s) within 31 calendar days of the effective date of coverage of another employer-sponsored group plan. Proof of initial gain of other group coverage is required at the time that opt-out is elected.
- vii. Employees may elect to opt-out of County health and/or dental plan(s) during an annual open enrollment period. All employees who are newly opting-out during an open enrollment period must provide verification of other group coverage.
- viii. Except as required, employees are not required to provide verification of continued coverage unless requested by the plan administrator.
- ix. Employees who voluntarily or involuntarily lose their other group health plan coverage must enroll in a County-sponsored health plan within 31 calendar days. Enrollment in the County-sponsored plan will be provided in accordance with the requirements of the applicable plan. If the employee elects to not enroll their eligible dependents, the dependents may only be added at a subsequent annual open enrollment period.
- x. There must be no break in the employee's health plan coverage between the termination date of the other employer group coverage and enrollment in a County health plan. Terms and conditions of the applicable plan will determine the required retroactive enrollment period and premiums required to implement coverage. Failure to notify the County of loss of group coverage within 31 calendar days will require the employee to pay their insurance premiums retroactively on an after-tax basis.

An eligible employee whose spouse or domestic partner is also an eligible County employee may elect coverage as a dependent on their spouse's and domestic partner's or, if the employee is age 18 or younger, on their parent's County health and/or dental insurance plan in lieu of individual employee coverage. This is called a "waiver" to their County spouse's, domestic partner's or parent's County insurance coverage. Such election must be made within 31 calendar days of the employee's, County parent's or the County spouse's or domestic partner's eligibility for County health and dental insurance. During the Plan year, an employee is responsible for notifying the County within 31 days of ineligibility for the waiver; for example, the dependent child turns 19 or the spouse or domestic partner leaves County employment. Changes will become effective on the first day of the pay period following the receipt and approval of all appropriate documentation. Loss of the spouse's or domestic partner's or parent's County plan coverage will require the employee to immediately enroll in the County health and dental plans. Waivers may be changed during any subsequent annual health and dental open enrollment period.

For employees assigned to work in the Needles, Trona, and Baker work locations, the County will establish a "Needles Subsidy." The Needles Subsidy will be paid by the employee's department and will be equal to the amount of the premium difference between the health plan offered in these specific work locations and the lowest cost health plan provided by the County. This Subsidy will be established each year when premiums change for the County-sponsored health plans. The Subsidy will be discontinued when the lowest cost health plan becomes available to the employees.

2. Life Insurance

Term Life Insurance – The County will pay the premium for a term life policy, the amount of which is based on the eligible employee's scheduled hours. Employees scheduled from 40 to 60 hours per pay period shall receive \$25,000 in coverage. An employee scheduled from 61 to 80 hours shall receive \$50,000 in coverage. Life insurance will become effective on the first day of the pay period following the employee's first pay period in which the employee is paid for one-half plus one of their scheduled hours. For example, an employee scheduled for 80 hours must be paid for a minimum of 41 hours.

Voluntary Term Life Insurance – In accordance with the procedures established by the Benefits Chief, Employee Benefits and Services Division, eligible employees may purchase, through payroll deductions, term life insurance in \$10,000 increment amounts to a maximum benefit of \$700,000.

Variable Group Universal Life Insurance – Upon Board of Supervisors’ approval, eligible employees may purchase, through payroll deductions, variable group universal life insurance subject to carrier requirements and approval. The benefit levels for such insurance shall be equivalent to no more than three times the employee’s annual base salary. Employees who purchase variable group universal life insurance shall be provided a County contribution towards the biweekly premium based on the following schedule:

Benefit Group A	100 percent of the premium of the one time annual base salary
Benefit Group B	50 percent of the premium of the one time annual base salary or 100 percent of the premium equal to 50 percent of the one time annual base salary
Benefit Group C	25 percent of the premium of the one time annual base salary
Benefit Group D	25 percent of the premium of the one time annual base salary

Accidental Death and Dismemberment Insurance – Employees in the Exempt Group may purchase amounts of Accidental Death and Dismemberment Insurance coverage for themselves and dependents through payroll deduction.

3. Disability

Long-Term Disability (LTD) Insurance – The County will provide Exempt employees with long-term disability insurance subject to carrier requirements and approval. The benefit levels for such insurance shall be those approved by the County’s Director of Human Resources.

Short-Term Disability Insurance – The County will provide an employer paid Short-Term Disability Insurance Plan for Exempt employees. This benefit shall apply to Exempt employees in regular positions who are regularly scheduled to work 41 or more hours per pay period. Effective July 27, 2002, this benefit shall apply to Exempt employees in regular positions who are regularly scheduled to work 40 hours or more hours per pay period. The Short-Term Disability Insurance Plan benefit coverage shall be governed by the Plan Document that has been approved and adopted by the Board of Supervisors for Exempt employees. Effective August 1, 2009, the County will provide Exempt employees with short-term disability insurance subject to carrier requirements and approval. Effective January 30, 2010, the maximum weekly benefit is \$1,408. Each year thereafter, the weekly maximum benefit shall be adjusted at such

times as the State of California for the State Disability Insurance fund adjusts. Benefit payments terminate when the employee is no longer disabled or after receiving 180 days of benefits at which time the employee would be eligible for long-term disability benefits if still medically disabled after 180 days.

4. Vision

Vision Care Insurance – Subject to carrier requirements, the County will pay the premiums for vision care insurance for employees and their dependents.

5. Psychological Services

Subject to carrier requirements, the County will pay the premium for a prepaid psychological services program for employees and their eligible dependents.

B. Benefit Plan Contributions

Employees in a regular position scheduled for a minimum of 40 hours per pay period are eligible to receive the benefits of this section in the amounts described below. Employees must be paid for at least one-half plus one hour of their scheduled hours in order to receive the benefits of this section. For instance, an employee scheduled to work 80 hours per pay period must be paid at least 41 hours to be eligible for the benefits of this section.

Except as provided in the Health and Dental section, the bi-weekly amount of the County provided Benefit Plan for employees who participate in County-sponsored health plan coverage will be as follows:

Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
\$115.00	\$230.00

Under no circumstances will the monetary value of the Benefit Plan be prorated.

Employees who are on an approved Medical Leave of Absence and whose paid hours in a pay period are less than the required number of hours will continue to receive the benefits of this section for up to six pay periods per episode of illness or injury. Employees who are on an approved Workers' Compensation claim shall receive the benefits of this section for up to 20 pay periods while off work due to that work injury. Employees who are integrating paid leave time with Short-Term Disability (STD) insurance provided by the County shall receive the benefits of this section under the following

circumstances: upon election of full integration of disability payments and paid leave time, employees who are paid less than one-half plus one of their scheduled hours but have available leave balances of one-half plus one of their scheduled hours or more shall receive the benefits of this section.

Employees who are on an approved leave of absence without pay under the Family Medical Leave Act of 1993 will continue to receive the Benefit Plan dollars and Medical Premium Subsidy, if any, for up to six pay periods. Employees who are on a leave of absence without pay shall not be eligible to receive the monetary benefits of this section unless on a medical leave or a Family Medical Leave Act eligible leave.

C. Medical and Dental Subsidies

The County established a Medical Premium Subsidy (MPS) in an amount that, when combined with the Benefit Plan contributions, would offset the cost of health plan premiums charged to eligible employees. The MPS shall be applied to health insurance premiums only and shall not be applicable to dental plan premiums. The MPS amount payable to each eligible employee shall be based upon the lowest cost high option HMO plan (currently Health Net or a plan equivalent to Health Net) for the number of persons the employee enrolls in the County-sponsored health plan (i.e., “employee only;” “employee + 1;” “employee + 2”). No MPS shall be paid where the Benefit Plan contribution exceeds the amount of the total premium to be paid by the County. The applicable MPS amount shall be paid directly to the provider of the County-sponsored health plan in which the eligible employee has enrolled. The MPS shall not be considered compensation earnable for purposes of calculating benefits or contributions for the San Bernardino County Employees’ Retirement Association. In no case, shall the MPS, when combined with the Benefit Plan contributions, exceed the total cost of the health insurance premium for the coverage selected.

Effective August 2, 2008, the County will establish a MPS, if applicable, in the following amounts:

	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	0	0
Employee + 1	\$41.74	\$83.48
Employee + 2	\$99.77	\$199.54

Effective July 18, 2009, the County will establish a MPS, if applicable, in the following amounts:

	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	0	0
Employee + 1	\$51.15	\$102.29
Employee + 2	\$112.66	\$225.32

Effective July 17, 2010, the County will establish a MPS, if applicable, in the following amounts:

	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	0	0
Employee + 1	\$61.12	\$122.23
Employee + 2	\$126.32	\$252.64

The County established a Dental Premium Subsidy (DPS) for all employees whose premium costs for health and dental exceeds the Benefit Plan contributions in an amount up to nine dollars and forty-six cents, but not to exceed the combined total of the employee's out-of-pocket expenses. For example, an employee who selects "employee only" coverage for health and dental with a combined per pay period premium cost of \$234.00 will receive a DPS in the amount of four dollars (\$4.00) per pay period.

D. Premium Deductions (Pre-tax and After-tax)

Eligible employees shall be provided with a Section 125 Premium Conversion Plan. The purpose of the Plan is to provide employees a choice between paying premiums with either pre-tax salary reductions or after-tax payroll deductions for health insurance, dental insurance, voluntary life (to the IRS specified limit) and accidental death and dismemberment insurance premiums currently maintained for Exempt Group employees or any other program(s). The amount of the pre-tax salary reduction or after-tax payroll deduction must be equal to the required insurance premium.

Benefit Plan elections shall not reduce earnable compensation for purposes of calculating benefits or contributions for the San Bernardino County Employees' Retirement Association.

To be eligible for this benefit, an employee must be in a regular position and be regularly scheduled to work at least 40 hours in a pay period or be on an approved leave pursuant to the Family Medical Leave Act.

Election of pre-tax salary reductions and after-tax payroll deductions shall be made within 31 days of the initial eligibility period in a manner and on such forms as designated by the Benefits Chief, Employee Benefits and Services Division. Failure to timely submit appropriate paperwork will result in after-tax payroll deductions for all eligible premiums for the remainder of the Plan year.

Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings, regulations and the County's Plan Document. Examples of mid-year qualifying events include: marriage, divorce, birth, adoption, death, overage dependent, loss of student status, employee's, spouse's or domestic partner's reduction in work hours, loss of spouse's or domestic partner's employment, gain or loss of spouse's or domestic partner's insurance, relocation outside an HMO network service area, entitlement to Medicare for employee or dependent, significant increase in County insurance cost during the Plan year, loss or gain of Medicare or Medicaid coverage and spouse's, domestic partner's or dependent's open enrollment. The employee must submit request for a change due to a mid-year qualifying event within 31 days of the qualifying event. The Benefits Chief, Employee Benefits and Services Division, or designee, will authorize changes as long as the change is made on account of and consistent with an employee's change in status.

E. Dependent Care Assistance Plan (DCAP)

The purpose of this Section 125 DCAP is to permit eligible employees to make an annual election to pay for certain dependent care expenses with salary reduction from compensation contributed to the Plan before federal income or social security taxes are paid to the Internal Revenue Service ("Salary Reduction") in accordance with Sections 125 and 129 of the Internal Revenue Code of 1986 (IRC) and regulations issued pursuant thereto. DCAP shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law. DCAP exclusions from gross income do not affect compensation for retirement purposes.

DCAP will be administered by the Benefits Chief, Employee Benefits and Services Division, consistent with said IRC Sections and consistent with the Plan document for DCAP as approved by the Board of Supervisors from time to time.

To be eligible for this benefit, an employee must be in a regular position and be scheduled for a minimum of 40 hours per pay period and be paid for a minimum of one-half plus one of the scheduled hours, or be on an approved leave designated as Family Medical Leave Act, or be on an approved Military Leave.

Enrollment in the Plan is limited to the annual open enrollment period or within 30 calendar days of entry into an eligible position. Failure to submit participation agreement within the time frame shall result in an election to not participate in the Plan.

Enrollment is required every Plan year.

An employee must elect to contribute to DCAP through salary reduction on forms approved by the Benefits Chief, Employee Benefits and Services Division. An employee election to participate shall be irrevocable for the remainder of the Plan year. Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Plan Document. Examples of mid-year "Change in Status" events include: marriage, divorce, birth, adoption, death, overage dependent, loss of student status, the employee's or employee's spouse's reduction in work hours, loss of spouse's employment, significant increase or decrease in the cost of child care, and spouse's or dependent's enrollment in a similar plan. The employee must submit a request for a change due to a mid-year Change in Status event within 30 days of the qualifying event. The Benefits Chief, Employee Benefits and Services Division, or his or her designee, will authorize changes provided the change is made on account of and is consistent with an employee's Change in Status Event.

Pursuant to IRC § 125, any amounts remaining in the employee's account at the end of a Plan year must be forfeited. The County will use any forfeited amounts to help defray the Plan's administrative expenses.

F. Flexible Spending Account (FSA) Plan for Medical Expense Reimbursement

Effective August 28, 1999 the County established a health expense Flexible Spending Account (FSA) for Exempt Group employees in regular positions who are regularly scheduled to work 41 hours or more a pay period. The Health Expense FSA is established in accordance with the provisions of Section 125 of the Internal Revenue Code (IRC). The Benefits Chief, Employee Benefits and Services Division, will serve as the Plan's Administrator. The FSA Plan year will coincide with the County's Benefit Plan year. Employees who choose to participate in the FSA must complete and submit enrollment forms in accordance with procedures developed by the Plan's Administrator. Eligible employees will be notified of these procedures at least 30 days prior to the beginning of each Plan year. Effective July 23, 2005, eligible employees may contribute, on a pre-tax basis, a minimum of \$10.00 and a maximum of \$100.00 per biweekly pay period to this flexible spending account. The County will contribute up to \$40.00 per biweekly pay period, matching employee contributions dollar for dollar, up to \$40.00 each biweekly pay period. Upon enrolling in the Plan, employees may not change

their designated biweekly contribution amount or discontinue making contributions for the remainder of the Plan year unless they incur an eligible family status change as defined in Section 125 of the IRC. Section 125 also requires that any amounts remaining in an employee's account at the end of the Plan year must be forfeited. Contributions made to the health expense FSA may be used for receiving non-taxable reimbursements of eligible medical and dental expenses not covered by insurance. Eligible reimbursable expenses are those medical and dental expenses that qualify as medical expenses under the Internal Revenue Code Section 213.

G. Salary Savings Plans – 401(k) and 457(b)

Biweekly contributions of Exempt employees to the County's 401(k) Defined Contribution Plan will be matched by a County contribution on the basis of two times the employee's contribution. The biweekly contributions of Exempt employees in Groups A, B and C of up to four percent of biweekly base salary will be matched by a County contribution of two times the employee's contribution, not to exceed eight percent of an employee's biweekly base salary. The biweekly contributions of Exempt employees in Group D to the County's 401(k) Defined Contribution Plan of up to three percent of biweekly base salary will be matched by a County contribution of two times the employee's contribution. The County contribution shall not exceed six percent of an employee's biweekly base salary.

Biweekly contributions of Exempt Group employees in Groups A and B to the County's 457(b) Deferred Compensation Plan up to one percent of biweekly base salary will be matched by a County contribution on the basis of one times the employee's contribution. The County contribution shall not exceed one percent of the employee's biweekly base salary. The County contribution shall be deposited in the County's 401(a) Plan.

Biweekly contributions of Exempt Group employees in Groups C and D to the County's 457(b) Deferred Compensation Plan up to one percent of biweekly base salary will be matched by a County contribution of one-half times the employee's contribution. The County contribution shall not exceed one-half percent of the employee's biweekly base salary. The County contribution shall be deposited in the County's 401(a) Plan.

H. Retirement Medical Trust Fund

Effective June 23, 2007, a Retirement Medical Trust Fund was established for Exempt Group employees with five or more years of participation in the San Bernardino County Employees' Retirement Association (SBCERA) and elected officials. The purchase of additional retirement credit or other retirement service credit shall count as years of participation for determining eligibility in the Retirement Medical Trust. Participation in other public sector

retirement systems may also be counted towards the service requirement provided that the employee has not withdrawn their contributions from the system(s) and the employee is also a participant in SBCERA. Employees who wish to receive credit for participation in other public retirement systems or for purchased additional credits must provide the Plan Administrator written evidence of participation and that contributions made to the system(s) have not been withdrawn.

The Trust is administered by a Board of Trustees, which manages resources of the Trust and determines applicable administrative fees for managing the Trust Fund. The Trustees will insure that payments of qualified medical expenses incurred by retirees or their eligible dependents will be appropriately reimbursed. The Trust will establish individual accounts for each participant. All of the contributions to the Trust Fund will be treated for tax purposes as employer, non-elective contributions resulting in tax-free contributions for the County. All of the distributions from the Trust Fund made to retirees or their eligible dependents for the reimbursement of qualified medical expenses as defined by the Internal Revenue Codes (including medical insurance payments) will also be non-taxable to the retiree or the retiree's eligible dependent(s).

Effective June 23, 2007, the County will contribute one percent of an eligible employee's biweekly salary or an elected official's biweekly salary to the Trust. Exempt employees with five or more years of participation in SBCERA are eligible to participate in the Trust. Effective August 2, 2008, the County will contribute one and three-quarters percent of an eligible employee's biweekly salary or an elected official's biweekly salary with 10 or more years of participation in SBCERA to the Trust, and the County will contribute two and three-quarters percent of an eligible employee's biweekly salary or an elected official's biweekly salary with 16 or more years of participation in SBCERA to the Trust. Participation in other public sector retirement systems may also be counted towards the service requirement in the same manner as above.

At separation from County service for reasons other than death or disability retirement, all eligible employees will be required to contribute the cash value of their unused sick leave balances to the Trust, at the rate of 75% of the cash value of the employee's unused sick leave hours, up to a maximum of 1,400 hours.

Employees retiring from the County with a disability retirement are not eligible to contribute the cash value of their unused sick leave balances to the Trust. Those employees will be compensated for their unused sick leave in accordance with the Sick Leave Conversion section.

The Trust is a Voluntary Employee Benefit Association (VEBA) and will comply with all the provisions of Section 501(c) (9) of the Internal Revenue Code.

I. Healthy Lifestyles Program

The Healthy Lifestyle Program is available to employees and elected officials in the Exempt Group. Under this program:

Exempt employees are eligible for annual prepaid memberships with health clubs that participate in the program, or reimbursement for other comparable health club membership up to \$324.00 on an annual basis.

Exempt employees and elected officials are also eligible for an annual physical examination through the Arrowhead Regional Medical Center.

CONDITIONS OF EMPLOYMENT

Unless in the Classified Service, employees in this group serve at the pleasure of their appointing authority.

Should a classified employee's position be abolished, the County will make reasonable efforts to place the employee in a comparable County position based upon the employee's skills, knowledges and abilities, as well as consideration for the employee's length of service with the County. If reasonable efforts to place an Exempt classified employee in a comparable County position are unsuccessful, the employee shall be subject to layoff by written notification by the appointing authority or the County Administrative Officer, which notification shall be given at least 10 working days prior to the effective date of the layoff. An Exempt classified employee does not have any bumping rights to other County positions.

DIRECT DEPOSIT (ELECTRONIC FUND TRANSFER)

All employees hired after March 27, 1999 must make arrangements for the direct deposit of all paychecks into the financial institution of their choice via electronic fund transfer.

EMPLOYMENT INTERVIEW EXPENSES AND RECRUITMENT/MOVING EXPENSES

For division level positions and above, the appointing authority may approve reimbursement of interview expenses incurred by external candidates upon proof/receipts provided. Such reimbursement is restricted to airfare, auto mileage, meals, overnight stay, and airport transit.

- A. The appointing authority may approve moving expenses up to but not exceeding \$3,000 for division level and above employees new to County employment for moving expenses authorized, incurred and documented as a result of accepting the position and remaining for 12 months subsequent to hire.
- B. The County Administrative Officer may approve moving expenses up to but not exceeding \$5,000 for any employee new to County employment for whom the County Administrative Officer or the Board of Supervisors is the appointing authority or any Department Head. The Chairman of the Board of Supervisors may approve such moving expenses for the County Administrative Officer. Reimbursement of moving expenses in excess of \$5,000 must be approved by the Board of Supervisors.
- C. For employees not covered by A. and B. above, the following provision applies. To assist with the recruitment and appointment of qualified individuals to hard-to-recruit positions/classifications, upon request of the appointing authority, the Human Resources Director may authorize reimbursement of a new employee's relocation-related expenses incurred as a result of accepting employment with the County, as follows:

Miles Relocated	Maximum Reimbursement
500-1000 Miles	\$1,000.00
1001-2000 Miles	\$2,000.00
More than 2000 Miles	\$2,500.00

Such reimbursement may be provided to employees upon initial employment with the County, provided that the employee (1) is appointed to a regular position; (2) submits original receipts documenting expenses incurred; and (3) agrees to remain employed in the regular position for at least 12 months.

If the employee voluntarily resigns employment prior to completion of 12 months service, the employee shall be required to reimburse the County for any payment made under this section. If the employee fails to reimburse the County, the amount shall be recovered via payroll recovery from the employee's final pay.

EXPENSE REIMBURSEMENT

Employees in the Exempt Group shall be reimbursed for all expenses incurred in connection with the conduct of County business, including, but not limited to travel, lodging, meals, laundering, gratuities and other related costs. Payment for actual expenses is subject to the approval of the appointing authority. Reimbursement for expenses is subject to the approval of the appointing authority. Reimbursement for expenses for travel and subsistence will be as listed below. Members of the Board of Supervisors, the County Administrative

Officer, Assistant County Administrative Officer, Assistant County Administrators, and County Officers with Department Head status may incur necessary County expenses involved with activities and functions of their departments and arrange for the County to be billed directly for such expenses.

A. General Provisions – The purpose of this section is to define the policy and procedures by which employees shall report and be reimbursed for necessary expenses incurred on behalf of San Bernardino County, except as may be otherwise provided in this Plan.

B. Responsibilities – It shall be the responsibility of each appointing authority or designee to investigate and approve each request for expense reimbursement. It shall be the responsibility of each employee to obtain prior approval from the appropriate appointing authority or designee to incur a business expense.

Prior approval may be in the form of standing orders issued by the appointing authority.

C. Travel Authorization

1. Travel outside the State of California must be approved by the County Administrative Officer or designee except when the trip outside California is within 20 miles of the California border or travel through a location anywhere in the adjacent state as a means of arriving at a location within California. Requests for such travel shall be submitted to the County Administrative Office in triplicate on a standard "Travel Request" form, unless specifically approved in the department's budget.

2. The appointing authority or designee shall initiate Travel Requests. The County Administrative Officer and Auditor/Controller-Recorder shall be notified in writing of all such designees.

3. The appointing authority or designee is authorized to approve necessary travel within the State of California and use of transportation mode consistent with this section.

D. Authorization for Attendance at Meetings

1. Appointing authorities may authorize attendance at meetings at County expense when the program material is directly related to an important phase of County service and holds promise of benefit to the County as a result of such attendance.

2. Authorization for attendance at meetings without expense reimbursement, but on County time, may be granted when the employee is engaged on

the County's behalf, but from which the gain will inure principally to the benefit of the employee and only incidentally to the County.

E. Records and Reimbursements

1. Requests for expense reimbursements should be submitted once each month, except if the amount claimable for any month does not exceed \$25.00, the submission may be deferred until the amount exceeds \$25.00 quarterly, or until June 30 during the current fiscal year, whichever occurs first. At the end of the fiscal year, expense reimbursement claims for July 1 and beyond, must be on a separate claim from those expenses claimed for June 30 or earlier.
2. Receipts or vouchers which verify the claimed expenditures will be required for all items of expense, except:
 - a. Subsistence, except as otherwise provided in this section.
 - b. Private mileage.
 - c. Taxi, streetcar, bus and ferryboat fares; bridge and road tolls; and parking fees.
 - d. Telephone and telegraph charges.
 - e. Other authorized expenses of less than one dollar.
3. Claims for expense reimbursement totaling less than one dollar in any fiscal year shall not be paid.
4. Reimbursement shall not be made for any personal expenses such as, but not limited to, entertainment, barbering, etc.
5. Except as otherwise provided in this section, expense reimbursements shall be made on an actual cost basis.

F. Transportation Modes

The general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County.

1. Travel via private automobile.
 - a. Reimbursement for the use of privately owned automobiles to conduct County business shall be at the IRS allowable rate or 32 cents per mile, whichever is greater.

Reimbursement at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance and all other transportation-related costs. The County does not provide any insurance for private automobiles used on County business. The owner of an automobile is responsible for the personal liability and property damage insurance when the vehicle is used on County business.

- b. When employees, traveling on official County business, leave directly from their principal place of residence rather than from their assigned work location, mileage allowed to the first work contact point shall be equal to the actual mileage from the residence or the mileage computed from the assigned work location, whichever is less. Similarly, if the employee departs from the last work contact point directly to the residence, only such mileage shall be allowed as the lesser distance between it and the assigned work location.

Employees may have multiple assigned work locations. Mileage allowed is based on the assigned work location for that day. When employees have more than one assigned work location in a standard tour of duty, mileage shall be allowed between assigned work locations. In no case will mileage be allowed between the employee's residence and the assigned work location.

- c. Travel via Rental Vehicles. Reimbursement will be provided for the cost of a rental vehicle used for business purposes if such use is approved by the appointing authority. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program. Reimbursement will not be provided for the additional costs incurred if any employee purchased any additional insurance or signs a Collision Damage Waiver (CDW) when renting a vehicle for County business. Requests for reimbursement for gasoline for rental vehicles must be accompanied by a copy of the rental agreement or rental receipt and gasoline receipt.

2. Travel via air

- a. Commercial Aircraft – When commercial aircraft transportation is approved, the “cost of public carrier” shall mean the cost of air coach class rate including tax and security surcharges. Travel via charter aircraft shall be limited to emergencies, or when other types of transportation are impractical or more expensive. Specific prior approval for travel via charter aircraft must be obtained from the County Administrative Officer or designee.

- b. Private Aircraft – When private aircraft transportation is approved by the County Administrative Officer or designee, reimbursement will be as follows:
 - i. Reimbursement for use of aircraft owned or rented and flown by County personnel will be for equivalent road miles at the first mile rate of the current private automobile use reimbursement schedule. Landing or tie-down fees will be reimbursed similar to auto parking charges.
 - ii. Reimbursement for trips to and from the following destinations will be limited to the cost of public carrier except when justified by unusual circumstances as determined by the County Administrative Officer or designee: Oakland, Sacramento, San Francisco and San Jose.
 - iii. Authorized charter flights with a licensed charter service providing the aircraft and pilot will be reimbursed at actual cost. Charter flights must be individually approved by the County Administrative Officer or designee prior to departure.
 - iv. The employee or owner of the aircraft must have a minimum single-limit liability insurance coverage of \$500,000.00 for bodily injury and/or property damage and have the County included as an additional insured. Written evidence of such insurance must be on file with County Risk Management.

G. Subsistence

1. Subsistence allowances for lodging and meals shall not be allowed without prior approval of the appointing authority or designee as necessary for the purpose of conducting County business. Excess charges greater than the allowances listed below in paragraph (2) and (3) may be authorized under special conditions, such as a convention requirement or in an area of unusually high cost (such as, but not limited to, San Francisco Bay area, Sacramento, Fresno, Los Angeles and San Diego). Claims for lodging and meals which do not exceed the allowances listed below do not require receipts.
2. The allowance for lodging is \$75.00 plus tax, per night, single.
3. The allowance for meals is \$50.00 plus tax and gratuity per day, for three meals, or when separate meals are claimed; \$11.00 for breakfast; \$15.00 for lunch; and \$24.00 for dinner, all plus tax and gratuity.

4. Meal allowances for a business meeting/conference including meals are the actual cost.
- H. Expense Advances – Advancement of funds for business expenses can be obtained from the Auditor/Controller-Recorder’s office through submission of the appropriate form. Advancements shall not exceed the per diem allowance set forth herein. The minimum amount to be advanced is \$50.00.
- I. County Credit/Debit Cards – The appointing authority may issue a County credit or debit card to an employee and require business expenses be paid for with said card. If unauthorized charges are placed on the card, the employee shall be required to reimburse the County. If the employee fails to reimburse the County within 15 calendar days or prior to separation from County service, the Auditor/Controller-Recorder’s office may recover any unauthorized charges from the employee’s pay.

HOURS OF WORK

Employees shall be required to work during such hours as necessary to carry out the duties of their position as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of the County are assured.

The nature of Fair Labor Standards Act (FLSA) exempt employment for affected Exempt classifications is such that intermittent, occasional overtime is needed to fulfill the responsibilities and requirements of the position. Usually, additional time and effort are proportionate to the importance and level of the responsible position. These factors of time and effort are incorporated when the compensation level of FLSA-exempt positions is established. In those instances in which a position’s work extends well beyond the normal hours of employment, the County Administrative Officer may authorize additional compensation in the form of cash payment or compensating time off, generally on a pre-approved and prescheduled basis. Circumstances for such compensation would include implementation of the intent of a Board of Supervisors approved program or emergency response.

For FLSA-covered employees in the Exempt classifications, overtime is determined by the legal parameters of the Fair Labor Standards Act. For FLSA-covered employees, the following overtime provisions apply.

- A. Definition – Overtime shall be defined as all hours actually worked in excess of 40 hours a work period. For purposes of defining overtime, paid leave time shall be considered as time actually worked. Overtime shall be reported in increments of full 15 minutes and is non-accumulative and non-payable when incurred in units of less than 15 minutes. Overtime shall not affect leave accruals.

- B. Overtime Compensation – Any employee authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half times the employee's regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case, overtime compensation will be paid on the next regular payday after such computation can be made.

In lieu of cash payment, upon request of the employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time which exceeds 80 hours, for any such time which has not been taken within 26 pay periods after being accrued, or for any hours on record immediately prior to promotion, demotion or termination of employment.

- C. Variable Work Schedule – An appointing authority, with agreement of an affected employee, may arrange for that individual to take such time off as necessary to ensure that an employee's actual time worked does not exceed 40 hours within a given work period.
- D. Work Period – The work period for purposes of overtime commences at 12:01 a.m. Saturday and ends at 12:00 a.m. (midnight) the following Friday of each week. The pay period and workweek may be adjusted in accordance with FLSA requirements.

JOB SHARING

The County will make reasonable accommodation for employees who express a request in writing to share their positions with other qualified employees or eligible persons. Jobs may be shared on an hourly or daily basis with benefits provided by the County prorated to the extent practicable.

LEAVE PROVISIONS

Employees in this group shall apply available paid leave time whenever a leave of absence is approved. However, employees who are on an approved leave of absence for less than one full day, who do not have sufficient leave time available to cover the absence, shall be paid the full salary for their regular work day.

A. Administrative Leave

Effective Pay Period 1 of each year, an employee in a regular position will be provided with 80 hours of Administrative Leave time for the employee's use. Employees hired after the beginning of Pay Period 1 shall receive a pro-rated number of hours. Such Administrative Leave may be cashed out at the employee's then current base rate of pay in increments of one hour, upon the approval of the appointing authority, during the calendar year. Any Administrative Leave accrual balances in effect at the end of the last pay period paid in the calendar year will automatically be paid at employee's then current base rate of pay. Employees may designate that cash outs of Administrative Leave be allocated to the County's 401(k) Plan or Section 457(b) Deferred Compensation Plan. Upon termination of employment, unused Administrative Leave will be paid at the current rate of pay. This provision shall not apply to elected officials.

B. Bereavement Leave

Employees in regular positions may use up to two days paid leave, not charged to the employee's personal leave balances, per occurrence for bereavement due to the death of the employee's parent, child, spouse or domestic partner, as defined by California Family Code Section 297. One additional day shall be granted if the employee travels over 1,000 miles from his/her residence to the bereavement service(s). This additional day shall not be charged to the employee's personal leave balances. The appointing authority may request verification of distance traveled.

C. Blood Donations

Employees in regular positions who donate blood without receiving compensation for such donation may have up to two hours off with pay with prior approval of the immediate supervisor for each such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work, any time in excess of two hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each donation must be presented to the appointing authority to receive this benefit.

Employees in regular positions who are aphaeresis donors may have up to four hours off with pay with prior approval of the immediate supervisor for each such donation, provided no compensation is received for such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work any time in excess of four hours, such time may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each aphaeresis donation must be presented to the appointing authority to receive this benefit.

D. Compulsory Leave

If, in the opinion of the appointing authority, employees are unable to perform the duties of their position for physical or psychological reasons, they may be removed from duty without pay or may use accrued paid leave for which they are eligible. In addition, such employees may be required to submit to an examination by either a physician or other competent authority designated by the Director of Human Resources or designee or by their own physician or practitioner, as appropriate. If the examination report of the competent authority (e.g., physician, appropriate practitioner) shows the employee to be in an unfit condition to perform the duties required of the position, the appointing authority shall have the right to compel such employee to take sufficient leave of absence with or without pay, to transfer to another position without reduction in compensation, and/or follow a prescribed treatment regimen until medically qualified to return to unrestricted duty. An employee who has been removed from duty for physical or psychological reasons by the appointing authority, and was required to submit to an examination, may not return to duty until such time as medical clearance has been obtained.

E. Examination Time

Employees having regular status in regular positions at the time of application shall be entitled to a reasonable amount of time off with pay for the purpose of attending all examination processes required for selection to a different County position. Employees are responsible for notifying and obtaining approval from their immediate supervisors prior to taking such leave. Examination time off shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. Employees having probationary status, including those who have previously held regular status in another classification, are not entitled to examination time off with pay.

F. Extended Leave

Exempt Group employees eligible to receive the Automobile Allowance, Portable Communication Device Allowance, Bilingual Compensation or Special Assignment Compensation will have these benefits suspended while on unpaid leave and upon exhausting Short-Term Disability benefits. These benefits will cease the day following the end of the individual's Short-Term Disability insurance benefits. Employees off work without pay for disciplinary reasons shall not receive the above listed benefits until they return to full time status.

G. Holiday Leave

1. Fixed Holidays

All employees in regular positions except as otherwise specified shall be entitled to the following holidays:

January 1	November 11
Third Monday in January	Thanksgiving Day
Third Monday in February	Day after Thanksgiving
Last Monday in May	December 24
July 4	December 25
First Monday in September	December 31
Second Monday in October	

2. Floating Holidays

Employees in regular positions shall be entitled to a total of eight hours floating holiday time provided that the employee is not on unpaid leave for the entire pay period and is actively on the payroll for the pay period where the floating holiday is accrued. Eight hours floating holiday time shall be accrued during the first pay period prior to the third Monday in January.

Floating holidays accrued shall be available for use on the first day following the pay period in which they are accrued with the approval of the appointing authority. Appointing authorities have the right to schedule employees' time off for accrued holidays to meet the needs of the service but with consideration given to the well-being of the employee. Employees in regular positions working less than 80 hours per pay period or job-shared positions shall receive floating holiday accruals on a pro-rata basis.

When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.

Whenever an employee is required to work on a fixed holiday or the fixed holiday falls on an employee's regularly scheduled day off, the employee shall accrue on an hour-for-hour basis, up to a total of eight hours, floating holiday time.

When a fixed holiday falls on a Saturday, the previous Friday will be observed as the fixed holiday except that when the preceding Friday is also a fixed holiday, the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except that when the following Monday is

also a fixed holiday, the following Tuesday will be observed as the fixed holiday.

Upon retirement or termination, employees shall be compensated for any unused accrued holiday time at the then current base rate equivalency.

An employee may sell back holiday time at the base hourly rate of the employee as hereinafter provided, upon approval of the appointing authority. Eligible employees may exercise this option under procedures established by the Director of Human Resources. In lieu of cash, the employee may designate that part or all of the value of holiday time to be sold back is allocated to a deferred income plan if the County approves such a plan and credit for holiday time is allowed under the plan.

In order to sell back holiday time prior to termination or retirement, an employee may exercise the following options:

a. Option 1, Future Accruals

An employee must make an irrevocable election during the month of December, specifying the number of hours to be sold back from the next calendar year's holiday time accrual. Such election must be made in increments of not less than eight hours and may not exceed the annual amount to be accrued for the next calendar year. Any hours not cashed out by pay period 25 will automatically be converted into cash in the last pay period of the calendar year.

b. Option 2, Existing Accruals

Existing accruals may be cashed out in whole hour increments with a minimum cash-out of eight hours and be subject to a 10% penalty.

3. Grandfathered Holiday Time

An employee promoted from the Safety Management and Supervisory Unit to the Exempt Group who has any grandfathered holiday time at the time of promotion, will be allowed to retain such grandfathered holiday time. Such time may be used or compensated at the time of retirement or separation under the same terms and conditions as are applicable to Safety Management and Supervisory Unit employees.

H. Jury Duty Leave

Employees in regular positions, who are summoned to serve jury duty, including Federal Grand Jury leave, shall be entitled to base pay for those hours of absence from work provided the employee waives fees for service other than mileage. Such employees will further be required to deliver a "Jury

Duty Certification" form at the end of the required jury duty to verify such service. When practicable, the appointing authority will convert an employee's regular tour of duty to a day shift tour of duty during the period of jury duty. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least one hour of actual work time. Employees volunteering to serve on a Grand Jury duty shall be granted a leave of absence without pay to perform the duties of a member of the Grand Jury in the same manner as provided in the section Special Leaves of Absence Without Pay.

I. Leave Accruals while on Disability Leave

Employees receiving the benefits of Workers' Compensation or short-term disability leave receive partial replacement of their income through these benefits. Employees on these types of disability leave may choose to fully integrate, partially integrate, or not integrate personal leave time with these disability payments.

The maximum amount the employee receives from integrating leave time with disability payments shall not exceed 100% of the employee's base salary. Paid personal leave time coded on the employee's time and labor report will be limited to the amount of leave necessary to integrate benefits to the level designated by the employee. When the exact amount is not known, a good faith estimate may be made and the amount will be adjusted later as necessary. If any overpayments are made, the employee will be required to repay that amount. An employee who knowingly receives payment in excess of his or her regular base salary is required to report it to his or her departmental payroll clerk.

Employees who are fully integrating accrued leave time with disability benefits and have at least 41 hours of any type of leave time accrued as of the prior pay period shall be eligible to receive full accruals of vacation and sick leave. Employees who are not fully integrating or employees who have less than 41 hours of any type of leave time accrued shall earn pro-rated vacation and sick leave accruals based upon paid leave time coded on the time and labor report only.

Employees who are fully integrating paid leave time with disability benefit(s) will be eligible for fixed holiday pay, provided they are on the payroll for the entire pay period, have no unapproved leave for the pay period and have enough leave accrued to equal at least one-half of the employee's normal scheduled hours. Employees who are partially integrating or not integrating paid leave time with disability benefits will be paid for holidays in accordance with the holiday leave provisions.

J. Medical Emergency Leave

The particulars of the Medical Emergency Leave policy are as follows:

1. The employee must have regular status with the County or one year of continuous service in a regular position with the County.
2. The employee must meet all of the following criteria before he or she becomes eligible for Medical Emergency Leave donation: (1) be on an approved medical leave of absence for at least 30 calendar days (160 working hours) exclusive of an absence due to a work related injury/illness; (2) submit a doctor's off work order verifying the medical requirement to be off work for a minimum of 30 calendar days (160 working hours); (3) have exhausted all useable leave balances prior to initial eligibility – subsequent accruals will not affect eligibility; and (4) have also recorded at least 40 hours of sick leave without pay during the current period of disability.
3. An employee is not eligible for Medical Emergency Leave if he or she is receiving Workers' Compensation benefits. An employee eligible for State Disability Insurance and/or Short-Term Disability must agree to integrate these benefits with Medical Emergency Leave.
4. Vacation, holiday, administrative leave or annual leave, as well as compensatory time, may be donated by employees only on a voluntary and confidential basis, in increments of eight hours (or in the case of holiday leave only four hours) not to exceed a total of 50% of an employee's annual vacation, holiday, administrative leave, annual leave or compensatory time accrual per employee. The donation may be made for a specific employee on the time frames established by the Human Resources Department. The employee (donee) receiving the Medical Emergency Leave will be taxed accordingly.
5. The donation is to be for the employee's Medical Emergency Leave only; the donation to one employee is limited to a total of 1,040 hours per fiscal year.
6. The definition of Medical Emergency Leave is an approved Leave of Absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee. Medical Emergency Leave is not for use to care for a member of the employee's family. Job and/or personal stress (not the result of a diagnosed mental disorder) is specifically excluded for receipt by the employee of Medical Emergency Leave. A statement from the employee's treating physician, subject to review by the Center for Employee Health and Wellness or medical designee, is required.

7. The employee on an approved Medical Leave of Absence who is receiving Medical Emergency Leave can continue to earn benefit monies per the minimum paid hours per pay period requirement of the Benefit Plan Contributions section, or the requirement of the Federal and State Family Leave Acts, as applicable to the individual employee.
8. An employee receiving leave under this program is not eligible for receipt of any accruals such as vacation, administrative leave, annual leave, sick leave or retirement credit.
9. Medical Emergency Leave hours will count towards the accountable hours used to determine holiday leave eligibility.
10. Donor hours shall be contributed at the donor's hourly base salary rate and be converted to the donee's hourly base salary, exclusive in both instances of overtime, differentials and the like as the singular purpose of this program is to provide financial assistance.
11. Any donated time unused by the employee for the medical emergency shall remain in the donee's accruals or shall be returned to the donor employee(s) as follows:
 - a. Employees who resign or die while on Medical Emergency Leave shall be paid at 100% of their base hourly rate of pay for all unused Medical Emergency Leave up to 176 hours at time of resignation or death in accordance with payroll procedures established by the County Auditor/Controller-Recorder. Any unused Medical Emergency Leave in excess of 176 hours shall be returned to the donor(s), in accordance with procedures established by the County.
 - b. An employee on Medical Emergency Leave who has received the approval of his/her physician and the Center for Employee Health and Wellness to return to full time work shall have all unused Medical Emergency Leave up to 176 hours converted to an equal amount of sick leave which will be available to the employee according to the Sick Leave provision. Any unused Medical Emergency Leave in excess of 176 hours shall be returned to the donor(s) in accordance with procedures established by the County.
 - c. An employee on Medical Emergency Leave who has received the approval of his/her physician and the Center for Employee Health and Wellness to return to work on a part time basis (less than the employee's normally scheduled hours of work per pay period) may record a combined total of work time and Medical Emergency Leave not to exceed each pay period the lesser of 80 hours or the employee's normally scheduled hours of work.

12. The donation shall be administered on a specific basis where so designated with instances charged to the Medical Emergency Leave donation for the actual administrative costs.
13. Solicitation of donors shall be regulated by the Human Resources Department, names of donors are to be confidential, and the privacy rights of the donees upheld per legal requirements.
14. All donors and donees shall sign release forms designed, retained and effected by the Human Resources Department.

K. Military Leave

As provided in the California Military and Veterans Code Section 395 *et seq.*, and any amendment thereto, and the federal Uniformed Services Employment and Reemployment Rights Act of 1994, a County employee, regular or extra-help, may be entitled to the following rights concerning military leave:

1. Definition – Military leave is defined as the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.
2. Notice and Orders – All employees shall provide advance notice of military service unless military necessity prevents the giving of notice or the giving of notice is impossible or unreasonable. Where available, a copy of military orders must accompany the request for leave.
3. Temporary Duty – Any employee who is a member of the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled to temporary military leave of absence for the purpose of active military training provided that the period of ordered duty does not exceed 180 calendar days, including time involved in going to and returning from such duty. While on paid status, an employee on temporary military leave shall receive the same vacation, holiday, and sick leave, and step advances that would have been enjoyed had the employee not been absent, providing such employee has been employed by the County for at least one year immediately prior to the date such leave begins. In determining the one year employment requirement, all time spent in recognized military service, active or temporary, shall be counted. An exception to the above is that an uncompleted probationary period must be completed upon return to the job. Any employee meeting the above one year

employment requirement shall be entitled to receive his or her regular salary or compensation, pursuant to Section 5.

4. Active Duty – Employees who resign from positions to serve in the Armed Forces for more than 180 days, shall have a right to return to former classification upon serving written notice to the appointing authority, no later than 90 days after completion of such service. Returning employees are subject to a physical/psychological examination.

Should such employee's former classification have been abolished, then the employee shall be entitled to a classification of comparable functions, duties, and compensation if such classification exists, or to a comparable vacant position for which the employee is qualified.

The right to return to former classification shall include the right to be restored to such civil service status as the employee would have if the employee had not so resigned; and no other person shall acquire civil service status in the same position so as to deprive such employee of this right to restoration.

Eligible employees are also entitled to the reemployment and benefit rights as further described in the Uniformed Services and Employment and Reemployment Rights Act, 38 U. S. C. §§ 4301-4333. Specifically, a returning employee will receive restoration of original hire and benefit date, salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with provisions contained herein), the retirement plan contribution rate, and retirement system contributions (provided the employee complies with any requirements established by the Retirement Board). However, such employee will not have accrued vacation, sick leave, or other benefit while absent from County employment, except as provided in the temporary duty provision.

5. Compensation – This provision does not include an employee's attendance at weekend reserve meetings or drills. Employees must use their own time to attend such meetings. Should the meetings unavoidably conflict with an employee's regular working hours, the employee is required to use vacation or holiday leave, leave without pay, or make up the time. Employees who are called in for a medical examination to determine physical fitness for military duty must also use vacation leave, leave without pay, or make up the time. Employees cannot be required to use their accrued leave. Any employee meeting the requirements in sections 3 and 4. shall be entitled to receive their regular salary or compensation for the first 30 calendar days of any such leave. Pay for such purposes shall not exceed 30 days in any one fiscal year and shall

be paid only for the employee's regularly scheduled workdays that fall within the 30 calendar days.

Employees who are called to active duty as a result of the activation of military reservists beginning in September 2001, due to the crisis related to terrorist attacks on America, and are eligible to receive the 30 calendar day military leave compensation shall receive the difference between their regular County salary and their military salary starting on the 31st calendar day of military leave. The difference in salary shall continue for up to 150 calendar days of active military service in addition to the 30 days provided for in this section. During this 150-day period, the County will continue to provide the employee the benefit plan as was provided prior to such active duty. Employees should note that the Accidental Death and Dismemberment (AD&D) plan contains a war exclusion.

Employees who are eligible for military leave compensation will be placed on a leave of absence with right to return to their positions.

After June 30, 2002, no compensation shall be paid beyond the 30-day leave period, unless such compensation is expressly approved by the Board of Supervisors.

L. Perfect Attendance Leave

Employees in regular, full-time positions in Groups C and D who do not utilize any sick leave in a calendar year (i.e., pay period 1 through pay period 26 or 27, when applicable, of the same year), and who do not record any sick leave without pay or absence without pay during that year, shall accrue 16 hours of perfect attendance leave, for use in the next calendar year. Failure to utilize perfect attendance leave within the calendar year shall result in forfeiture of the same. Perfect attendance leave may not be cashed out.

M. Political Leave

Any employee who is a declared candidate for public office shall have the right to a leave of absence without pay for a reasonable period to campaign for the election. Such leave is subject to the conditions governing special leaves of absence without pay contained herein.

N. Sick Leave

1. Definitions

a. Sick Leave

Sick Leave with pay is an insurance or protection provided by the County to be granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work. Sick leave is defined to mean the authorized absence from duty of an employee because of physical or mental illness, injury, pregnancy, confirmed exposure to a serious contagious disease, for a medical, optical, or dental appointment, or other purpose authorized herein.

b. Immediate Family

Immediate family is defined as parent, child, or spouse or domestic partner as defined by California Family Code Section 297.

c. Extended Family

Extended family is defined as grandchild, grandparent, sibling, parent/sibling-in-law, aunt, uncle, niece, nephew, foster child, ward of the court, or any step relations as defined herein.

2. Accumulation

Employees in regular positions shall accrue sick leave for each payroll period completed, prorated on the basis of 3.69 hours per pay period, except as provided in Leave Accruals While on Disability Leave section. Earned sick leave shall be available for use the first day following the payroll period in which it is earned. Employees in regular positions paid less than 80 hours per pay period or job-shared positions shall receive sick leave accumulation on a pro rata basis. There shall be no limit on sick leave accumulation.

3. Compensation

Approved sick leave with pay shall be compensated at the employee's base rate of pay. The minimum charge against accumulated sick leave shall be 15 minutes.

4. Administration

a. Investigation

It shall be the responsibility of each appointing authority to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the Director of Human Resources.

b. Notice of Sickness

In twenty-four hour departments, the appointing authority or designee should be notified at least two hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one hour prior to the start of the employee's scheduled tour of duty. In other departments, the appointing authority or designee must be notified within one-half hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

It is the responsibility of the employee to keep the appointing authority informed as to continued absence beyond the first day for reasons due to sickness or occupational disability. Failure to make such notification shall result in denial of sick leave with pay. If the employee receives a doctor's off-work order and provides notice of same to the appointing authority, the employee is not required to contact the department daily. If the employee does not have an off-work order or has not notified the appointing authority that one has been issued, the employee shall be required to contact the department daily in accordance with the time frame above.

c. Review

The Director of Human Resources or designee may review and determine the justification of any request for sick leave with pay or without pay and may, in the interest of the County, require a medical report by a doctor to support a claim for sick leave pay.

d. Proof

The employee shall provide a doctor's certificate or other adequate proof in all cases of absence due to illness when requested by the appointing authority.

e. Improper Use

Evidence substantiating the use of sick leave for willful injury, gross negligence, intemperance, trivial indispositions, instances of misrepresentation, or violation of the rules defined herein will result in denial of sick leave with pay and shall be construed as grounds for disciplinary action including termination.

5. Sick Leave for Other than Personal Illness/Injury

a. Family Sick Leave

A maximum of one-half of the employee's annual accrual of earned sick leave per calendar year may be used for attendance upon the members of the employee's immediate family who require the attention of the employee.

Upon approval of the appointing authority, the employee may use part of this annual allowance for attendance upon members of the employee's extended family residing in the employee's household who require the attention of the employee.

b. Bereavement

A maximum of three days earned sick leave may be used per occurrence for bereavement due to the death of persons in the immediate or extended family, as defined herein, or any relative who resided with the employee.

c. Birth/Adoption

A maximum of 40 hours earned sick leave may be used per occurrence for arrival of an adoptive child at the employee's home. An employee (father) may utilize on an annual basis no more than 40 hours of accumulated sick leave per calendar year for the birth of his child.

d. Medical, Optical or Dental Appointments

The employee may use sick leave for medical, dental or optical appointments; however, every effort should be made to schedule the appointments at a time of day that will minimize the employee's time off work.

6. Return-to-Work Medical Clearance

Under the following circumstances, all employees who have been off work due to an illness or injury will report to the San Bernardino County Center for Employee Health and Wellness for a medical evaluation of condition and authorization to return to work before returning to work.

- a. Employees whose treating physician or other qualified medical provider has ordered job modification(s) as a condition for either continuing to work or for returning to work after an illness or injury. This applies to both occupational and non-occupational illness or injury.

- b. Employees who have been off work due to communicable diseases such as, but not limited to, chicken pox and measles.
- c. Employees who have been absent on account of serious medical condition, when so directed by appointing authority, and with concurrence of the San Bernardino County Center for Employee Health and Wellness.

Employees are required to attend return-to-work medical appointments at the Center for Employee Health and Wellness on their own time; however, mileage for attending such appointments are eligible for reimbursement pursuant to the Expense Reimbursement provision.

It is the responsibility of the employee to obtain written notice from the medical provider of authorization to return to work with or without job modification. To ensure all necessary and relevant medical information is provided, the County shall make available forms to be completed by the medical provider. It is the responsibility of the employee to provide verbal notice to his or her appointing authority immediately upon receipt of the medical provider's authorization to return to work, and no later than 24 hours after receipt of the notice. The appointing authority or designee will schedule an appropriate medical evaluation for the employee with the Center for Employee Health and Wellness prior to the employee's return to work. The employee shall provide the medical provider's written notice of authorization to return to work to the Center at or prior to the employee's scheduled appointment time.

Exceptions to the above requirements may be made on a case-by-case basis by the Center for Employee Health and Wellness.

The employee is obligated to attend the appointment as scheduled under the conditions outlined above. If the employee fails to adhere to the procedure, the employee is required to use sick leave or leave without pay for any work hours missed. If required notice has been provided, and there is a delay between the employee's appointment with the Center and the start of his or her scheduled tour of duty on the day that he or she was released to return to work, the County will pay for work hours missed, without charge to the employee's leave balances.

The final decision on the employee's ability to return to work rests with the medical provider at the Center. In the event the medical provider at the Center does not release the employee to return to work, the employee's status would continue on sick leave or, where there is no balance, leave without pay.

7. Workers' Compensation

Employees shall receive full salary in lieu of Workers' Compensation benefits and paid sick leave for the first 40 hours following an occupational injury or illness, if authorized off work by order of an accepted physician under the Workers' Compensation sections of the California Labor Code. Thereafter, accumulated paid leave may be prorated to supplement such temporary disability compensation payments, provided that the total amount shall not exceed the regular gross salary of the employee. Employees eligible for salary continuation pursuant to Labor Code 4850 are not entitled to this paid time.

Employees covered by Section 4850 of the Labor Code who are injured in the line of duty are entitled to full salary in lieu of Workers' Compensation benefits and sick leave for a period not to exceed one year. After the employee has used one full year of such "4850 time," said employee may use accumulated sick leave with pay with the approval of the appointing authority to augment temporary disability payments if said employee is still temporarily disabled by order of an accepted physician under the Workers' Compensation sections or until said employee is retired.

8. Separation

Unused sick leave shall not be payable upon separation of the employee, except as provided below under Sick Leave Conversion.

9. Sick Leave Conversion

Employees who hold regular positions in the County service, and who have contributed to the San Bernardino County Employees' Retirement Association (SBCERA) retirement system or other public entity retirement system for more than five years and have not withdrawn the contributions from the system(s), and who separate from County service for reasons other than death or disability retirement shall receive compensation in accordance with the provisions of the Retirement Medical Trust Fund.

For employees with five years of continuous service from date of hire in a regular position, upon death, the estate of a deceased employee will be paid for unused sick leave balances according to the following formula:

Sick Leave Balance as of Date of Separation	Cash Payment % of Hours of Sick Leave Balance
480 Hours or less	30%
481 to 600 Hours	35%
601 to 720 Hours	40%
721 to 840 Hours	45%
841 to 1000 Hours	50%

Employees who receive a disability retirement due to permanent incapacity to work shall be entitled to 100% cash payment of any unused sick leave balances, up to a maximum of 1000 hours, computed at the then current base hourly rate, if they elect an early retirement in lieu of exhausting such accrued sick leave balances. In no event, shall any employee, except those receiving a disability retirement, receive compensation under this section in excess of 500 hours of pay computed at the then current base hourly rate of said employee.

While employed by the County, employees who have contributed to a public sector retirement(s) for over five years and have not withdrawn the contribution from the system(s) may exchange accrued sick leave hours in excess of 200 hours for vacation time on the following basis:

Sick Leave Balance at Time of Conversion	Sick Leave to Vacation Leave Conversion Ratio
201 to 599 hours	3 sick hours to 1 hour vacation
600 to 799 hours	2.5 sick hours to 1 hour vacation
800 or more hours	2 sick hours to 1 hour vacation

Any such exchange must be made in 10 hour increments of accrued sick leave under the procedures established by the Director of Human Resources. Employees may elect this exchange once per calendar year.

O. Special Leaves of Absence Without Pay

1. General Provisions

A special leave of absence without pay may be granted to an employee who:

- a. Is medically incapacitated and unable to perform the duties of the position;
- b. Desires to engage in a relevant course of study, which will enhance the employee's value to the County;

- c. Takes a leave of absence pursuant to the federal Family Medical Leave Act, the California Family Rights Act, and/or the Fair Employment and Housing Act (FEHA) Pregnancy Disability Leave provision; or
- d. For any reason considered appropriate by the appointing authority and the Director of Human Resources.

2. Types of Leaves of Absences

There are four types of leaves of absences. All requests must be in writing and require the approval of the appointing authority or designee and the Director of Human Resources or designee. Upon request, the appointing authority or designee and the Director of Human Resources or designee may grant successive leaves of absence. All benefits shall be administered in accordance with the appropriate section of this Plan.

- a. Leave of absence with right to return – Leaves of absence with right to return may be granted to employees in regular positions for a period not exceeding one year. The employee remains in his/her position.
- b. Family leave – Leaves of absence will be granted in accordance with the federal Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and/or Pregnancy Disability Leave (PDL) provision under the Fair Employment and Housing Act (FEHA). This leave can be concurrent with use of paid leave or leave of absence without pay with right to return.

An employee on an approved leave of absence without pay under this provision will continue to receive the benefits outlined in the Benefits Article of this Plan for a period of six pay periods. Certification from a health care provider is required for all instances of medical leave under this provision. Employees are required to inform supervisors of the need for leave at least 30 days before commencement where possible.

In instances where the leave is for the birth or placement of a child and both husband and wife are County employees, both employees are limited to a total of 12 weeks between them.

- c. Leaves of Absence Without Right to Return
 - i. Definition – Leaves of absence without right to return may be granted to employees with regular status for a period not exceeding one (1) year. Employees without right to return shall be removed from their position. Retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave.

The employee shall be eligible to purchase medical benefits pursuant to federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

- ii. Return Process – An employee may return to the same department in the classification from which the employee took the leave of absence with the approval of the appointing authority and the Director of Human Resources. Alternatively, the employee may apply through Human Resources by the last day of the leave of absence. The employee will be placed on the eligible list for the classification from which he/she took the leave of absence without examination. Placement on the eligible list will be administered in accordance with the requalification provisions of the Personnel Rules. If the employee does not return to a regular position within ninety (90) calendar days of the expiration of such a leave the employee shall be terminated from County service. If reemployed, the employee shall be required to serve a new probationary period. The Director of Human Resources or designee has the discretion to waive the requirement to serve a new probationary period.

- iii Benefits Upon Return – An employee who returns to a regular position within ninety (90) days after the expiration of the leave of absence without right to return shall retain hire date and benefit date for purposes of leave accruals and step advances; except that the benefit date will be advanced for the period of time the employee is on the leave of absence without right to return.

To be reemployed and retain the above benefits, the employee must be appointed to a position no later than ninety (90) calendar days after the date of expiration of the leave of absence. The ninety (90) days shall run concurrently with the first ninety (90) days of the one (1) year period provided in the Reemployment Article.

d. Long-Term Medical Leave of Absence

- i. Definition – An employee with regular status who suffers from a serious condition may be placed on a medical leave of absence for up to one (1) year, only after FMLA, CFRA and/or PDL have been exhausted. However, if an employee meets the service requirements for eligibility for a disability retirement, the Long-Term Medical Leave of Absence may be extended. The employee is responsible for providing documentation from a qualified health practitioner prior to approval. The County retains the right to request medical documentation regarding the employee's continued incapacity to return to work.

The employee will be removed from his/her position so that the department may fill behind the employee. Retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase medical benefits pursuant to the federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

Upon the employee's ability to return to work or the expiration of the leave of absence, whichever comes first, the employee will have the right to return to the classification within the department from which he/she took a leave of absence when a funded vacancy for which the employee meets the qualifications is available. If the employee does not return to work by the expiration date of the leave, or the soonest date after that for which the department has a vacancy, the employee relinquishes the right to return.

- ii. Upon return from a medical leave of absence, the employee shall retain hire date and benefit date for purposes of leave accruals and step advances; except that the benefit date will be advanced for the period of time the employee is on the medical leave of absence.

P. Vacation Leave

1. Definition

Vacation is a right, earned as a condition of employment, to a leave of absence with pay for the recreation and well being of the employee. If an employee has exhausted sick leave, vacation leave may be used for sick leave purposes upon a special request of the employee and with the approval of the appointing authority.

2. Accumulation

Employees in regular positions scheduled to work 80 hours per pay period shall accrue, on a pro-rata basis, vacation leave for completed pay periods. Such vacation allowance shall be available for use on the first day following the pay period in which it is earned, provided an employee has worked six pay periods from the employee's benefit date. Employees in regular positions paid less than 80 hours per pay period or job shared positions shall receive vacation leave accumulation on a pro-rata basis. There shall be no limit on vacation accruals.

Length of Service from Benefit Date	Annual Vacation Allowance
After 1,600 through 8,320 service hours	80 Hours
Over 8,320 and through 18,720 service hours	120 Hours
Over 18,720 service hours	160 Hours

3. Administration

Vacation periods should be taken annually with the approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well being of the employee.

The minimum charge against accumulated vacation leave shall be 15 minutes. Vacation leave shall be compensated at the employee's base rate of pay, except as otherwise provided in this Plan.

When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.

Employees not planning to return to County employment at the expiration of a vacation leave, except those retiring, shall be compensated in a lump sum payment for accrued vacation and shall not be carried on the payroll. Retiring employees may elect to use vacation leave to enhance retirement benefits or be compensated in a lump sum payment for accrued vacation leave.

4. Prior Service

New employees hired into the County in regular positions who have been employed by a public jurisdiction or private sector in a comparable position or a position which has prepared such employees for an assignment to a position in the Exempt Group may receive credit for such previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources or designee. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter but in no event later than one year from the employee's hire date.

An employee may sell back vacation time at the base hourly rate of the employee as hereinafter provided, upon approval of the appointing authority. Eligible employees may exercise this option under procedures established by the Director of Human Resources or designee. In lieu of cash, the employee may designate that part or all of the value of vacation time to be sold back is allocated to a deferred income plan if the County

approves such a plan and credit for vacation time is allowed under the plan.

In order to sell back vacation time prior to termination or retirement, an employee may exercise the following options:

a. Option 1, Future Accruals

An employee must make an irrevocable election during the month of December, specifying the number of hours to be sold back from the next calendar year's vacation time accrual. Such election must be made in increments of not less than 10 hours and may not exceed 160 hours. All designated hours remaining at the end of pay period 25 will automatically be converted into cash in the last pay period of the calendar year.

b. Option 2, Existing Accruals

Existing accruals may be cashed out in whole hour increments with a minimum cash-out of 10 hours and be subject to a 10% penalty.

Q. Witness Leave

Employees in regular positions shall be entitled to a leave of absence from work when subpoenaed to testify as a witness, such subpoena being properly issued by a court, agency or commission legally empowered to subpoena witnesses. This benefit shall not apply in any case in which the subpoenaed employee is a party to the action, or the subpoena has arisen out of the employee's scope of employment. Witness leave shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. This benefit will be paid only if the employee has demanded witness fees at the time of service of the subpoena, and such fees are turned over to the County.

PROBATIONARY PERIOD

Unless a longer probationary period is otherwise provided, all classified employees in the Exempt group shall serve a probationary period of one year.

RECRUITMENT and REFERRAL BONUS PROGRAMS

A. General

The County shall make available to appointing authorities Recruitment and Referral Incentive Programs to assist in the recruitment and appointment of

qualified individuals into hard-to-recruit regular positions in the Exempt Group, in accordance with the guidelines established herein.

B. Program Applicability

Appointing authorities may request authorization to apply the Recruitment and/or Referral Incentive Program(s) to assist in filling regular positions in their departments. To apply, said position/classification must have had historical/demonstrable recruitment difficulty. The Human Resources Director shall have the sole authority to determine the applicability and duration of these program(s) to each requested position/classification and shall certify applicability of the Program(s) for each position, by assignment, department, and beginning and ending dates. Such determinations shall not be subject to any review or appeal.

C. Recruitment Bonus

An employee hired into a regular position/classification certified for participation in this Program shall be eligible to receive recruitment bonuses in accordance with the following:

1. Bonus Amount and Method of Payment

The eligible employee hired into a position/classification certified for participation in the Program shall receive \$500.00 upon hire. An additional \$1,000.00 shall be paid to the employee upon completion of 2,080 service hours in the position/classification for which the original bonus was granted. Each bonus payment shall be considered taxable income and subject to withholding.

2. Limitations and Exclusions

- a. No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior the beginning date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program.
- b. The bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.

- c. The appointing authority shall have sole responsibility and authority to determine eligibility for the second installment of the recruitment bonus. Such determination shall not be subject to review or appeal.

D. Referral Bonus

Any employee in a regular position who refers a qualified candidate for a position/classification certified for participation in this Program who is subsequently hired into the regular position may receive a referral bonus in accordance with the following:

1. Method of Referral

To be eligible for the referral bonus, the County Application for Employment must contain the name of the referring employee on the application.

2. Bonus Amount and Method of Payment

The referring employee shall receive a bonus of \$250.00 for each referred candidate actually hired into an eligible regular position. An additional \$500.00 shall be paid upon that new employee's completion of 2,080 service hours. Said bonus shall be considered taxable income and subject to withholding.

3. Limitations and Exclusions

- a. No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior to the beginning date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program.
- b. Individuals assigned to employee recruitment as a primary function of their position shall not be eligible to receive this bonus.
- c. In cases where more than one employee is named as a "referring party," the recruitment bonus shall be equally split between the referring employees.

- d. In cases where the referred employee resigns, transfers out of the eligible position, or is terminated prior to completion of 2,080 service hours, the additional \$500 shall not be paid.
- e. The referral bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.
- f. The appointing authority shall have sole responsibility and authority to determine eligibility for the second installment of the recruitment bonus. Such determination shall not be subject to review or appeal.

REEMPLOYMENT

A regular employee who has terminated County employment, and who is subsequently rehired in the same classification in a regular position within one year (i.e., beginning the first day of work by the 365th calendar day), may receive restoration of salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with the Leave Provisions section and the Retirement Plan contribution rate (provided the employee complies with any requirements established by the Retirement Board), subject to the approval and conditions established by the appointing authority and the Director of Human Resources or designee. Such employees begin accruing vacation and sick leave and may utilize the same immediately. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.

A regular employee who has terminated County employment and who is subsequently rehired to a regular position in the same job family within one year, (i.e., beginning the first day of work by the 365th calendar day), may receive restoration of vacation accrual rate, sick leave, and retirement contribution rate in the same manner as described above. Such employees begin immediately accruing vacation and sick leave and may utilize the same immediately. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.

A regular employee who has terminated County employment, and who is subsequently rehired to a regular position in another job family within a 90 calendar day period, must begin the first day of work within 90 calendar days, may receive restoration of salary step (in the instance of rehire in the same classification at the same pay range as the position originally held), vacation accrual rate, sick leave and retirement contribution rate in the same manner as described above. The employee shall be required to serve a new probationary

period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.

REEMPLOYMENT FROM LAYOFF

A regular employee who has been laid off from County employment and is subsequently rehired to a regular position within one year shall receive restoration of vacation accrual rate and sick leave in the same manner as described above. Restoration of retirement contribution rate shall be in accordance with applicable state law and in compliance with any requirements established by the Retirement Board.

For purposes of this section, a regular employee shall mean an employee in a regular position who held regular status in any classification during the previous period of County employment.

RELOCATION

Employees who are required by order of their appointing authority to change their principal place of residence because of a reassignment to meet the needs of the service or because of layoff will be granted time off with pay not to exceed two work days and up to \$400.00 reimbursement toward the actual cost of relocating their personal furnishings and belongings.

RETIREMENT SYSTEM CONTRIBUTIONS

A. Exempt Employee Groups

For the purpose of this section, Exempt employees shall be divided into the following groups:

1. Group A. Executive Cabinet, which shall consist of:
 - Assistant County Administrative Officer
 - Assistant County Administrators
 - Auditor/Controller-Recorder
 - County Administrative Officer
 - County Counsel
 - Members of the Board of Supervisors
 - Department Heads designated in Appendix B
2. Group B. Departments Heads not in Group A and others designated in Appendix B
3. Group C. Other Exempt Group classifications as designated in Appendix B

4. Group D. Other Exempt Group classifications as designated in Appendix B

B. County Contributions

For all employees, the County will pick up a portion of the employee's required contribution to the San Bernardino County Employees' Retirement Association (SBCERA) in the amount of seven percent of the employee's earnable compensation as defined in the SBCERA bylaws.

Additionally, effective August 2, 2008, Exempt employees shall receive the following supplemental amounts biweekly to be applied under this section: Group A employees, \$438.15 per biweekly pay period; Group B employees, \$234.07 per biweekly pay period; Group C employees, \$150.66 per biweekly pay period; Group D employees, \$93.73 per biweekly pay period. The supplemental amounts designated in this paragraph shall be automatically increased in the future in the same percentage amounts as salaries are increased from time to time for all members of the Exempt Group.

The employee must choose to have the contributions designated as all employer or all employee contributions for retirement purposes. If the employee designates the pick up as employer contributions, then for each dollar applied, the employee's retirement obligation shall be satisfied in the amount of the actuarial value of that dollar to the Retirement Association as determined by the Board of Retirement, and the employee may not withdraw this contribution from the Retirement Association.

If the employee designates the pick up as employee contributions, then for each dollar applied, the employee's retirement obligation shall be satisfied in the amount of one dollar, and upon separation without retirement, an employee may withdraw this contribution from the Retirement Association. Upon retirement or separation, all contributions applied under this section will be considered for tax purposes as employer-paid contributions.

If the employee does not file a designation, the contributions shall be made as employee contributions. Employees receiving Retirement System contributions under the Benefit Plan in effect prior to the effective date of this section shall continue to have contributions under this section applied (as employer or employee contributions for retirement purposes) in the same manner as previously applied for the employee until a revised designation is made by the employee.

Any dollars which are remaining after all Retirement System obligations are fully satisfied shall be paid to the employee in cash.

C. Remaining Employee Contributions

Any employee Retirement System contribution obligations which are not paid by the application of the section County Contributions above shall be “picked up” for tax purposes only pursuant to this section. The Auditor/Controller-Recorder shall implement the pick up of such Retirement System contributions under Internal Revenue Code Section 414(h)(2) effective with the earning paid and contributions made on and after the effective date of August 12, 1989.

The County shall make member contributions under this section on behalf of the employee which shall be in lieu of the employee’s contributions and such contributions shall be treated as employer contributions for purposes of reporting and wage withholding under the Internal Revenue Code and the Revenue and Taxation Code. The amounts picked up under this section shall be recouped through offsets against the salary of each employee for whom the County picks up member contributions. These offsets are akin to a reduction in salary and shall be made solely for purposes of income tax reporting and withholding. The member contributions picked up by the County under this section shall be treated as compensation paid to County employees for all other purposes. County paid employer contributions to the County’s Retirement System under this section shall be paid from the same source of funds used in paying the salaries of the affected employees. No employee shall have the option to receive the Retirement System contribution amounts directly instead of having them paid to the County Retirement System.

Until retirement or separation, all contributions picked up under this section will be considered for tax purposes as employer-paid contributions. Contributions under this section shall be applied (as all employer or all employee contributions with the same value and restrictions) for Retirement System purposes in the same manner as the contributions under the section above.

D. Special Provisions

Employees who have 30 years of service credit and no longer make retirement contributions under the provisions of the County Employees’ Retirement Law of 1937 shall be paid in cash seven percent of earnable compensation as defined by the bylaws of the Retirement Board as well as the supplemental amount under the section above.

Employees who are over the age of 60 at the time of hire, and who are in a regular position, and who choose not to be a member of the Retirement Association, shall be enrolled in the County’s 401(k) Salary Savings Plan. The County shall pay the applicable percent of the employee’s biweekly

salary as defined in County Code Subsection 13.0613(n) to the Plan, and the employee shall contribute a minimum of three percent of biweekly salary to the Plan, not to exceed the annual limits of the Plan as defined in the Internal Revenue Code. As these employees are not participating in the Retirement Association, they shall not be eligible for County pickup of seven percent of earnable compensation. Exception: Those employees hired prior to July 1, 1996, and who have been receiving the seven percent pickup shall continue to receive the pickup as long as they remain an eligible Exempt Group employee. Eligible employees who waive participation in the County's Retirement System shall be eligible to receive the biweekly amounts applied under the section above.

E. Survivor Benefits

Survivor Benefits are payable to employed general retirement members with at least 18 months continuous retirement membership pursuant to Government Code Section 31855.12. An equal, non-refundable employer and employee biweekly contribution will be paid to SBCERA as provided in the annual actuarial study.

F. Special Provisions for Exempt Safety Employees

The following section shall apply to all members of the Exempt Group who are safety members of the San Bernardino County Employees' Retirement Association (SBCERA) as defined in Government Code Section 31469.3, on October 1, 2003.

Effective October 1, 2003, the County shall adopt a resolution making Government Code Section 31664.1 applicable to safety members of the SBCERA. The County shall also adopt a resolution pursuant to Government Code Section 31678.2, applying the formula set forth in Government Code Section 31664.1 applicable to all prior safety service credit for every eligible employee under this section.

Effective October 1, 2003, employees eligible under this section shall be required to pay an additional two and one-half percent of compensation earnable each pay period into the Retirement System, above and beyond the employee contribution rates established by the Board of Retirement.

SALARY ADJUSTMENTS, DIFFERENTIALS and ALLOWANCES

A. Salary Rate Adjustment

A salary rate (equity) adjustment is a change in the salary range assignment of an existing classification as a result of a compensation study. Step placement for incumbent employees whose classification is assigned to a

higher base salary range shall be determined as follows, unless this process is waived by the County Administrative Officer.

If the employee's original base rate of pay is less than Step 1 of the newly designated pay range, the employee shall be placed on Step 1 of the new range. The employee shall be eligible to advance to the next step upon receiving a satisfactory rating on the employee's next annual performance evaluation, in accordance with the requirements of the Salary Rates and Step Advancements section. Subsequent step advances shall be administered in accordance with the Salary Rates and Step Advancements section.

If the employee's original base rate of pay falls within the newly designated pay range, and the salary adjustment granted is at least two salary ranges, the employee shall be placed upon the step in the new range that is approximately a five percent salary increase, not to exceed the maximum step of the new range. If the employee's original base rate of pay falls within the newly designated pay range, and the salary adjustment granted is less than two salary ranges, the employee shall be placed upon the step in the new range that is approximately a two and one-half percent salary increase, not to exceed the maximum step of the new range. The employee shall be eligible to advance to the next step upon receiving a satisfactory rating on the employee's next annual performance evaluation, in accordance with the requirements of the Salary Rates and Step Advancements section. Subsequent step advances shall be administered in accordance with the Salary Rates and Step Advancements section.

The Public Defender Chief Investigator is the only classification due to receive an equity increase effective June 19, 2010 per ordinance #4069. This classification will increase from R79 to R81.

1. County Counsel Legal Services Compensation

- a. Application - This section shall apply to all Deputy County Counsel classifications.
- b. Service - The term "service" means service which the appointing authority finds to be "good" or "superior" in work performance and conduct.
- c. Hiring - With the approval of the County Administrative Officer, experienced attorneys may be hired in a classification and at a variable entrance rate commensurate with demonstrated experience, ability, and the needs of the County. Attorneys without experience may be hired as Deputy I's at the appropriate entrance step of the applicable salary range as shown in County Code Section 13.064(b).

Deputy I. Upon completion of 1,040 hours of service, an attorney holding a Deputy I position shall be advanced to two steps within the applicable salary range. After an additional 1,040 hours of service, such deputy shall be promoted to a Deputy II classification. The Deputy shall be terminated if it is found that such promotion is not merited. An attorney hired as a Deputy I at some step other than step 1 because of experience, ability, or needs of the County may, after 1,040 hours of service, be promoted to a Deputy II classification upon the recommendation of the appointing authority.

Deputy II. After a period of not less than 1,040 hours of service nor more than 2,080 hours of service in a Deputy II classification, an attorney shall be advanced from step 1 to the step 3 of such classification. After a like period of service on step 3, the Deputy shall be advanced to step 5. After a like period of service on step 5, the Deputy shall be promoted to a Deputy III classification, or the Deputy shall be terminated if it is found that such promotion is not merited after 2,080 hours of service on step 5.

Deputy III. After a period of not less than 1040 hours of service nor more than 2080 hours of service in a Deputy III classification, an attorney shall be advanced from step 1 to step 3 of such classification. After a like period of service on step 3, the Deputy shall be advanced to step 5. After a like period of service on step 5, an attorney shall be promoted to a Deputy IV classification, commencing on step 5 of the applicable salary range, or the salary step which approximates a 10% increase, or the Deputy shall be terminated if it is found that such promotion is not merited after 2,080 hours of service on step 5.

Deputy IV. After a period of not less than 1,040 hours of service nor more than 2,080 hours of service on step 5 of the salary range applicable to the Deputy IV classification, an attorney shall be advanced to step 7. After a like period of service on step 7, the Deputy shall be advanced to step 9. After a like period of service on step 9, the Deputy shall be advanced to step 11.

Attorneys shall be on probation for the entire time period of service below the Deputy IV level. An attorney hired as a new employee in a Deputy III or Deputy IV classification shall serve a combined probationary and training period of 2,080 hours of service. Those promoted to Deputy IV from Deputy III, shall immediately acquire regular status in the higher classification. An attorney hired at other than the beginning step of the Deputy I, II, or III level shall spend the same amount of time at these levels as those hired at the beginning step.

Deputy County Counsel V. A Deputy County Counsel IV at the top step of the Deputy County Counsel IV level may be promoted to a Deputy County Counsel V. Eligibility for promotion to Deputy County Counsel V shall be pursuant to criteria approved by the appointing authority. Employees promoted to Deputy County Counsel V shall not obtain regular status as a Deputy County Counsel V as such employee shall serve in a probationary status for the duration of the appointment as a Deputy County Counsel V and may be removed from a Deputy County Counsel V classification by the appointing authority at any time without any right to review or appeal. Additionally, there shall be an annual review by the appointing authority of the performance of each Deputy County Counsel V, and it shall be discretionary with the appointing authority whether to continue each employee's Deputy County Counsel V status. An employee who is removed as a Deputy County Counsel V shall be returned to a Deputy IV status.

Exceptional Service. An additional two range increase or an additional four range increase in salary may be paid to attorneys for outstanding ability or work for a period not to exceed 2,080 hours if such increase is: (1) jointly recommended by the appointing authority and the County Administrative Officer; and (2) approved by the Board of Supervisors. Such additional compensation may be renewed each year and shall be designated Exceptional Service Compensation. Employees in the classification of Deputy County Counsel V shall not be eligible for compensation under this section.

Removal from Operation of Section - Upon request of the appointing authority and the approval of the Civil Service Commission, an attorney may be removed from the operation of this section.

2. Assignment to Vacant Hire Position

Employees directed to continuously perform duties in a vacant higher level regular position for which funds have been appropriated, shall be entitled to a salary rate increase to the higher level for the time actually worked in excess of 160 hours, unless specifically waived by the employee; provided, however:

- a. The appointing authority certifies to the Director of Human Resources, in writing at the time of appointment, that the employee meets minimum qualifications and is assigned and held responsible to fully perform all of the duties normally associated with the higher level position without limitation as to difficulty or complexity of assignments or consequence of action and that the employee shall be required to meet standards for satisfactory performance normally required at the higher level position; and,

- b. A written request for salary rate increase to the higher level is directed to the Director of Human Resources for approval; such increase to the higher level shall be determined as if the assignment had been a promotion.

It shall be the responsibility of the appointing authority to initiate such requests and to provide a copy of such request to the employee. Written requests may also be made by the employee through the appointing authority in the same manner. Requests for a salary rate increase should be initiated during the first 30 calendar days of such assignment. Requests for retroactive payment of a salary increase must be filed as soon as possible, but not later than one calendar year after assignment of the higher level duties and must be approved by the Director of Human Resources. Failure to meet this time limitation shall waive any and all rights to retroactive pay.

The duration of such assignments to vacant higher positions are not intended to exceed one calendar year except in unusual circumstances approved by both the appointing authority and the Director of Human Resources or designee. Such assignments in all circumstances are temporary assignments and at the conclusion of such assignments the respective employee shall be returned to his or her previous classification. Appointments to regular positions of trainees or underfills are exempt from the provisions of the section. Further, this section does not apply to a situation in which there is no vacant higher-level position for which funds have been appropriated. Addition of duties of a higher-level classification to any employee's regular position shall be governed by the Special Assignment Compensation section or the Personnel Rule on Classification, as appropriate. For purposes of this Section, a vacant position is defined as an authorized regular position for which funds have been appropriated and which may be: (1) An unoccupied position due to attrition and for which the appointment process has been initiated; (2) A position from which the incumbent is on extended leave of absence; or, (3) A new position authorized by the Board of Supervisors for which the appointment process has been initiated.

3. Special Assignment Compensation

Increases in pay may be granted to recognize the temporary assignment of additional responsibilities that are significant in nature and beyond the normal scope of the position. No award shall be made in any situation related to a vacation, short-term illness or other relief which is six weeks or less. The duration of such assignments are not intended to exceed one calendar year except in unusual circumstance approved by both the appointing authority and the Director of Human Resources or designee.

Employees will normally not be in a probationary status. The employee shall be required to meet standards for satisfactory performance.

Compensation shall be awarded in pay period increments, and shall be in the form of a specified percentage of the employee's base pay. The Director of Human Resources or designee will determine the amount in increments of one percent from a minimum of two and one-half percent up to a maximum of seven and one-half percent. The additional compensation will be computed at the specified percentage of the current base pay of the employee for each pay period. Such increases in pay shall not affect an employee's step advancement in the base range pursuant to the Salary Rates and Step Advancements section.

Requests for Special Assignment Compensation may be initiated by the appointing authority or an employee via the appointing authority. The appointing authority and the employee bear mutual responsibility for initiating the compensation request in a timely manner and adhering to the compensation provisions defined in this provision. It is important to obtain Human Resources Department review of the request in advance of the date the employee begins the assignment, since there is no guarantee the request will be approved. Special Assignment Compensation is to be effective only with the Director of Human Resources written approval, assignment of the greater level of duties, and signed acceptance by the employee.

This provision shall not be utilized to circumvent or provide additional compensation over and above that which may be provided in the section on Assignment to Vacant Higher Position and the Personnel Rules, Classification of Positions Section. These aforementioned provisions are mutually exclusive concepts and as such there shall be no dual or multiple requests based on the same facts.

4. Differential

HRO II-ARMC Differential. The Human Resources Officer II assigned to the Arrowhead Regional Medical Center shall receive a differential of five percent of base salary.

5. Demotion

A demotion is the appointment of an employee from an incumbent position to a position in a different classification for which the maximum rate of pay is lower. An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the class to which demoted as provided in the Order of Demotion.

An employee demoted for non-disciplinary reasons shall be retained at the same salary rate, provided the salary rate does not exceed step 11, with the approval of the appointing authority and the Director of Human Resources.

6. Promotion

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee shall receive at least the entrance rate of the new range or a two step or five percent salary increase, whichever is greater, provided that no employee is thereby advanced in step nor advanced above step 11 of the higher base salary range. At the discretion of the appointing authority and with the approval of the Director of Human Resources, an employee may be placed at any step within the higher base salary range. Promotions shall be effective only at the beginning of a pay period unless the Director of Human Resources approves an exception.

7. Peace Officer Standards and Training (POST) Pay

An Exempt law enforcement employee, other than the elected Sheriff, in the Sheriff's and District Attorney's Departments, who complies with the procedure below shall receive compensation for an Advanced Peace Officer Standards and Training (POST) certificate, or for either a Supervisory POST certificate, Management POST certificate, or for possession of a Master's Degree earned by attendance at an accredited college or university. Effective July 3, 1999, the rates for POST pay shall be based on a fixed dollar amount calculated at 7% percent for an Advanced POST Certificate or 11% for a Supervisory or Management POST Certificate based on step 11 of the salary range in effect on July 3, 1999. This incentive pay shall be considered as part of the salary/wage range under the County Retirement System and for purposes of calculating sick leave, vacation and holiday pay. The employee shall submit a written request for POST pay to the department with an attached copy of the appropriate POST certificate or official transcript. This incentive pay shall start the first pay period following receipt by the County of a valid POST certificate or transcript. The County shall submit to POST in an expeditious manner applications by affected employees for the certificates described above.

POST pay compensation will be uniformly maintained for all County employees.

8. Bilingual Compensation

Upon the approval of the Director of Human Resources or designee, employees in the Executive Assistant category of the Exempt Group required by the appointing authority or designee to perform bilingual translation involving the use of English and a second language (including American Sign Language) as a condition of employment, shall be eligible for bilingual compensation in the amount of \$45.00 per pay period. Such compensation shall apply regardless of the total time required per day for such translation. Such employees must be certified as competent in translation skills by Human Resources to be eligible for compensation.

9. Overtime

Refer to "Hours of Work" for overtime provisions.

10. Automobile Allowance

All elected County officials shall be entitled to have a Category I County vehicle assigned to them for use on County business. All other employees and officers who are eligible for an auto allowance are eligible for a Category I County vehicle under this section with the approval of the County Administrative Officer.

Such officers and employees may use such vehicles for personal use provided they reimburse the County at the current motor pool variable rate per mile for such use. Elected officials shall not be required to reimburse for such occasional personal use. All such elected officials, officers, and employees shall be taxed for such personal use in accordance with state and federal tax law and regulation. The County will provide adequate insurance coverage for both the business use and personal use that is authorized under this section.

Effective August 2, 2008, all elected officials and all County employees in benefit Groups A and B, Assistant Sheriffs and Sheriff's Deputy Chiefs shall receive a biweekly automobile allowance in the amount of \$561.54 with no mileage reimbursement, provided they are not assigned a County vehicle and they provide a private vehicle for their own use on County business. The First District Supervisor shall receive a 50% addition to the biweekly amount provided to elected officials. Employees selecting this allowance shall be required to have a vehicle available at all times for use on County business. This allowance shall be considered complete reimbursement for the acquisition, insurance, maintenance, repair, upkeep, fuel, and all other costs for the required vehicle. This automobile allowance provision shall not apply to elected officials, or other officers and employees as approved by the County Administrative Officer, who are

assigned a County vehicle pursuant to County Code Section 13.0613(l)(1).

11. Portable Communication Device Allowance

Effective June 23, 2007, all elected officials and all County employees in benefit Groups A and B shall receive a biweekly portable communication device allowance in the amount of \$92.31, if the following conditions are met: (1) The employee shall purchase a portable communication device capable of sending and receiving cellular telephone calls, and if approved by the appointing authority, capable of sending and receiving e-mails to and from the County e-mail system. (2) Any portable communication device to be utilized for sending and receiving e-mail shall be selected from a list as approved by the Information Services Department, which will be limited to devices utilizing Windows Mobile 5 or greater. (3) An employee may purchase a device currently in use at a cost to be determined by the Information Services Department. (4) The County shall pay for any license and set up expense for the device if any, and the employee shall pay for the equipment and monthly voice and data plans.

B. Salary Rates and Step Advancements

1. Eligibility for Step Advancement

New employees shall be hired at Step 1 of the established base salary range, except as otherwise provided in this section. Variable entrance steps may be established if justified by recruitment needs through Step 5 with the approval of the appointing authority and through Step 11 with the approval of the Director of Human Resources.

Within the base salary range, all step advancements will be made at the beginning of the pay period in which the employee completes the required number of service hours. However, when an employee reaches the required number of service hours with 80 service hours in each pay period, the step advance will be made at the beginning of the next pay period. Approval for advancement shall be based upon completion of required length of service hours in the classification, satisfactory work performance, and appointing authority recommendation.

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to 80 hours per pay period. Overtime hours, disability payments, Medical Emergency Leave, and time without pay shall not count toward step advancements. Step advancements within a base salary range shall be based upon two step increments. The employee shall be eligible for the first step advancement after completion of 1,040

hours and subsequent step advancements after completion of additional increments of 2,080 hours.

Examples:

Step Progressions	Hired at Step 1	Hired at Step 4
After 1040 hours*	3	6
After additional 2080 hours*	5	8
After additional 2080 hours*	7	10
After additional 2080 hours*	9	11
After additional 2080 hours*	11	N/A

*Assumes satisfactory work performance and appointing authority recommendation.

2. Special Provisions

The Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, or to correct any salary inequity. The Director of Human Resources or designee may authorize the adjustment of salary step or salary rate of any employee to correct any payroll error or omission, including any such action which may have arisen in any prior fiscal year.

C. Across-the-Board Pay Adjustments

Employees shall receive pay increases of three and one-quarter percent effective August 2, 2008 and one percent effective December 20, 2008.

TUITION REIMBURSEMENT AND MEMBERSHIP DUES

The County shall establish an individual, departmental fund in the amount of \$1,000 for each fiscal year commencing FY 2005-2006 for each employee in the Exempt Group to reimburse employees for tuition costs incurred for job-related education or career development or to reimburse membership dues in professional organization(s), providing each expenditure enhances furtherance of County or continuing educational goals.

Requests for reimbursement must be approved in advance by the appointing authority and shall not be paid in increments less than \$10.00 per fiscal year.

The individual department fund is in addition to department budgeted and mandated training and memberships. The County shall also pay, in addition to the individual department fund, the membership dues to the State Bar of

California for all licensed attorneys in the Exempt Group whose job duties require admission in the State Bar.

Employees who successfully complete job-related education or courses may submit a request to be reimbursed beyond the limit of \$1,000 to their department head or appointing authority for review. The Department Head or appointing authority must then request and receive approval from the County Administrative Office to reimburse beyond the limit of \$1,000 per fiscal year per employee. In order to be eligible for reimbursement under this provision, the employee must take such coursework outside regular work hours, and shall do no productive work for the County while attending the courses.

If the reimbursement is approved and paid to the employee, and the employee leaves the County prior to completing two years of County service after completing the job-related education or coursework, the employee will reimburse the County according to the following schedule:

Job-Related Education/Course Completion Date	Reimbursement
Within 9 months	100%
After 9 months, but before 18 months	50%
After 18 months, but before 24 months	25%
After 24 months	0%

VOLUNTARY TIME OFF

Voluntary Time Off (VTO) Program is intended to provide Exempt employees a means of taking unpaid time off work, without losing benefits which depend on the employee being in a paid status. The following conditions apply:

- A. VTO may be taken in the same manner as vacation time except that VTO must be used in one-hour increments and is limited to 80 hours per calendar year.
- B. When VTO is taken, leave accruals continue as if the employee was on paid time. VTO time counts as time worked toward satisfying the required hours to receive Benefit Plan Contributions and Medical Premium Subsidies.
- C. VTO does not count as hours worked for purposes of computing overtime. Retirement System Contributions will only be paid if the employee is in a paid status at least 40 hours in any pay period in which VTO is used.
- D. VTO may not be used for situations that would otherwise require leave without pay, such as an employee on short-term disability, or in conjunction with leave without pay.

- E. VTO is an entirely voluntary program. No employee may be required to take VTO.
- F. VTO may be taken by request of the employee and upon approval of the appointing authority.

APPENDIX A – FLSA EXEMPT AND FLSA COVERED POSITIONS

All classes in the Exempt Group are FLSA exempt except for the following:

- County Counsel - Law Clerk
- County Counsel Paralegal
- Executive Secretary I
- Executive Secretary II
- Human Resources Analyst Trainee

APPENDIX B – EXEMPT CATEGORIES

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
	EXECUTIVE ADMINISTRATORS					
01115	Agricultural Commissioner/Sealer	B	\$135,820	\$137,178	\$137,178	\$143,158
10018	Assistant County Administrative Officer	A	\$207,667	\$209,744	\$209,744	\$218,887
10030	Assistant County Administrator, Human Services	A	\$202,947	\$204,976	\$211,126	\$211,126
10006	Assistant County Administrator, PSSG	A	\$202,947	\$204,976	\$211,126	\$211,126
01246	Chief Information Officer	A	\$188,797	\$190,685	\$190,685	\$190,685
03515	Chief Probation Officer	B	\$169,545	\$171,240	\$171,240	\$171,240
03310	Clerk of the Board of Supervisors	B	\$136,720	\$138,087	\$138,087	\$138,087
03485	County Administrative Officer	A	\$260,613	\$263,219	\$273,748	\$273,748 \$305,000 (Eff. 2/13/10)
03487	County Clerk		\$9,810	\$9,908	\$9,908	\$9,908
03495	County Counsel	A	\$219,076	\$221,267	\$230,117	\$230,117
03500	County Librarian	B	\$137,966	\$139,346	\$139,346	\$139,346
04228	Director of Aging and Adult Services	B	\$138,017	\$139,397	\$139,397	\$139,397
04237	Director of Airports	B	\$134,611	\$135,957	\$135,957	\$135,957
04230	Director of Architecture and Engineering	B	\$136,888	\$138,257	\$138,257	\$138,257
04383	Director of Arrowhead Regional Medical Center	A	\$228,929	\$231,218	\$242,779	\$253,976
04300	Director of Behavioral Health	B	\$175,602	\$177,358	\$177,358	\$185,088
10003	Director of Central Collections		\$14,651	\$14,798	\$14,798	\$14,798
04255	Director of Child Support	B	\$162,231	\$163,853	\$172,046	\$176,808
04250	Director of Children and Family Services	B	\$162,231	\$163,853	\$163,853	\$163,853
04280	Director of Community Development and Housing	B	\$133,801	\$135,139	\$135,139	\$135,139
04260	Director of County Museum	B	\$127,413	\$128,687	\$128,687	\$128,687
04388	Director of County Safety and Security		\$27,467	\$27,742	\$27,742	\$27,742
04273	Director of Economic Development	B	\$133,801	\$135,139	\$135,139	\$135,139
04277	Director of Facilities Management	B	\$127,413	\$128,687	\$128,687	\$128,687

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
04276	Director of Fleet Management	B	\$127,413	\$128,687	\$128,687	\$128,687
10004	Director of Human Resources	A	\$184,567	\$186,413	\$186,413	\$186,413
04320	Director of Land Use Services	B	\$162,974	\$164,604	\$164,604	\$164,604
18200	Director of Preschool Services	B	\$138,017	\$139,397	\$139,397	\$139,397
04340	Director of Public Works	B	\$186,990	\$188,860	\$188,860	\$188,860
04356	Director of Purchasing	B	\$131,196	\$132,508	\$132,508	\$132,508
04365	Director of Real Estate Services	B	\$127,413	\$128,687	\$128,687	\$128,687
18160	Director of Regional Parks	B	\$128,185	\$129,467	\$129,467	\$129,467
18143	Director of Risk Management	B	\$129,255	\$130,548	\$130,548	\$130,548
04386	Director of Transitional Assistance	B	\$158,543	\$160,128	\$160,128	\$160,128
04390	Director of Veteran's Affairs	B	\$127,413	\$128,687	\$128,687	\$128,687
04278	Director of Workforce Development	B	\$127,413	\$128,687	\$135,139	\$135,139
04272	Economic Development Administrator	B	\$158,333	\$159,916	\$159,916	\$159,916
16345	Public Defender	B	\$196,655	\$198,622	\$208,553	\$208,553
08048	Public Health Director	B	\$159,638	\$161,234	\$161,234	\$161,234
04368	Redevelopment Administrator	B	\$133,801	\$135,139	\$135,139	\$135,139
18080	Registrar of Voters	B	\$141,004	\$142,414	\$142,414	\$148,621

ASSOCIATE ADMINISTRATORS						
01061	Administrative Analyst I	D	56	56	56	56
01066	Administrative Analyst II	D	66	66	66	66
01068	Administrative Analyst III	C	73	73	73	73
01060	Administrative Analyst Trainee	D	45	45	45	45
19162	ARMC Business Development Officer	C	68	68	68	68
19161	ARMC Chief Compliance Officer	C	75	75	75	75
19160	ARMC Chief Financial Officer	B	88	88	97	97
01621	ARMC Chief Operating Officer	B	98	98	98	98

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
06047	Assistant Administrator, Economic Development Agency	B	85	85	85	85
03098	Assistant Agricultural Commissioner/Sealer	C	73	73	73	75
01280	Assistant Assessor	B	84	84	84	84
01286	Assistant Auditor/Controller-Recorder	B	84	84	84	84
01380	Assistant Chief Information Officer	C	86	86	86	86
01297	Assistant Chief Probation Officer	C	85	85	85	85
12149	Assistant County Librarian	C	73	73	73	73
04238	Assistant Director of Airports	C	73	73	73	73
01074	Assistant Director of Architecture and Engineering	C	77	77	77	77
01373	Assistant Director of Behavioral Health	C	86	86	86	86
04254	Assistant Director of Child Support	C	85	85	85	85
04257	Assistant Director of Children and Family Services	C	85	85	85	85
10019	Assistant Director of Human Resources	C	87	87	87	87
04331	Assistant Director of Public Health	C	82	82	82	82
18144	Assistant Director of Risk Management	C	77	77	77	77
01410	Assistant District Attorney	B	96	96	96	96
04136	Assistant Hospital Administrator-Behavioral Health	C	75	75	75	75
01375	Assistant Hospital Administrator-Nursing Services	C	75	75	75	75
03114	Assistant Public Defender	C	96	96	96	96
18079	Assistant Registrar of Voters	C	78	78	78	78
01532	Assistant Sheriff	C	93	93	93	93
01548	Assistant Treasurer-Tax Collector/Public Administrator	B	84	84	84	84

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
01624	Associate Hospital Administrator-Patient Services	C	80	80	82	82
01625	Associate Hospital Administrator-Professional Services	C	80	80	82	82
01666	Auditor/Controller Division Chief	C	76	76	76	76
01668	Auditor/Controller Manager	C	71	71	71	71
01669	Auditor/Controller-Recorder Project Administrator	C	57	57	57	57
01067	BOS Administrative Analyst	B	73	73	73	73
10000	BOS Chief of Staff	B	84	84	84	84
03021	Cash Manager/Investment Officer	C	76	76	76	76
03070	Chief Appraiser	C	76	76	76	76
01340	Chief Assistant County Counsel	B	98	98	98	98
03353	Chief, Central Collections Division	C	76	76	76	76
04302	Chief Compliance Officer, Behavioral Health	C	72	72	72	72
10029	Chief County Compliance and Ethics Officer	C	80	80	80	80
03099	Chief Deputy Clerk of the Board of Supervisors	C	71	71	71	73
01264	Chief Deputy County Museum	C	65	65	65	65
03105	Chief Deputy District Attorney	C	92	92	92	92
03115	Chief Deputy Public Defender	C	92	92	92	92
03116	Chief Deputy Recorder	C	76	76	76	76
03120	Chief Deputy Registrar of Voters	C	65	65	65	65
03111	Chief Learning Officer	C	78	78	78	78
16382	Chief of Animal Care and Control	C	80	80	80	80
03175	Chief of Assessment Services	C	76	76	76	76
03083	Chief of Clinical Operations	C	71	71	71	71

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
03177	Chief of Community Health and Nursing Services	C	80	80	80	80
03499	Chief of County Counsel's Administration	C	70	70	70	70
03106	Chief of District Attorney's Administration	C	73	73	73	73
10002	Chief of Environmental Health Services	C	80	80	80	80
03195	Chief of Public Defender's Administration	C	70	70	70	70
03221	Chief Public Works Engineer	C	82	82	82	82
01546	Chief Tax Collections Division	C	76	76	76	76
03078	Child Support Chief Attorney	C	87	87	87	87
03278	Children's Network Officer	C	69	69	69	69
16107	Compliance & Ethics Specialist	D	64	64	64	64
16383	Contracts and Compliance Officer	C	75	75	75	75
03496	County Counsel Research Attorney I	C	62	62	62	62
03497	County Counsel Research Attorney II	C	71	71	71	71
19863	County Surveyor	C	82	82	82	82
03150	Departmental IS Administrator	C	80	80	80	80
04060	Deputy Administrative Officer	B	85	85	87	89
06048	Deputy Administrator, Economic Development Agency	C	82	82	82	82
01302	Deputy Chief of Network Services	C	77	77	77	77
03514	Deputy Chief Probation Administrator	C	77	77	77	77
16275	Deputy Chief Probation Officer	C	81	81	81	81
04085	Deputy County Counsel I	C	62	62	62	62
04095	Deputy County Counsel II	C	71	71	71	71
04100	Deputy County Counsel III	C	78	78	78	78

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
04105	Deputy County Counsel IV	C	84	84	84	84
04107	Deputy County Counsel V	C	87	87	87	87
03143	Deputy Director of Alcohol and Drug Abuse Program Services	C	83	83	83	83
03153	Deputy Director of Behavioral Health Program Services	C	83	83	83	83
18182	Deputy Director of Regional Parks	C	75	75	75	77
18146	Deputy Director of Risk Management	C	71	71	71	71
04263	Deputy Director, Advance Planning	C	82	82	82	82
13124	Deputy Director, Behavioral Health Administrative Services	C	79	79	81	83
04299	Deputy Director, Behavioral Health Quality Management	C	83	83	83	83
04264	Deputy Director, Building Official	C	82	82	82	82
04256	Deputy Director, Child Support	C	73	73	73	73
18162	Deputy Director, Children and Family Services	C	73	73	73	73
04265	Deputy Director, Code Enforcement	C	82	82	82	82
04119	Deputy Director, Community Development and Housing	C	74	74	74	74
04266	Deputy Director, Current Planning	C	82	82	82	82
04118	Deputy Director, DAAS	C	73	73	73	73
04274	Deputy Director, Facilities Management	C	71	71	71	71
18201	Deputy Director, Preschool Services	C	73	73	73	73
18167	Deputy Director, Program Development	C	73	73	73	73
01331	Deputy Director, Sheriff's Coroner Division	C	75	75	75	75
18163	Deputy Director, Transitional Assistance	C	73	73	73	73
04275	Deputy Director, Workforce Development	C	74	74	74	74

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
12111	Director of Legislative Affairs	B	84	84	84	84
04402	District Attorney Assistant Chief Investigator	C	83	83	83	83
04395	District Attorney Chief Investigator	C	87	87	87	89
04271	Economic Development Division Chief	C	74	74	74	74
06041	Economic Development Manager	C	75	75	75	75
04269	Economic Development Marketing Coordinator	C	71	71	71	71
16111	EMACS Manager	C	71	71	71	71
08280	Employee Relations Chief	C	80	80	80	80
16108	Ethics Resource Officer	D	64	64	64	64
06035	Field Representative	B	63	63	63	63
06124	Franchise Programs Analyst	C	65	65	65	65
08040	Health Officer	C	96	96	96	96
04414	HSS Auditing Manager	C	75	75	75	75
05101	HSS Program Integrity Division Chief	C	73	73	73	73
16095	Human Resources Analyst I	D	60	60	60	60
16098	Human Resources Analyst II	D	65	65	65	65
16100	Human Resources Analyst III	C	71	71	71	71
16094	Human Resources Analyst Trainee	D	47	47	47	47
16112	Human Resources Benefits Chief	C	85	85	85	85
16110	Human Resources Division Chief	C	80	80	80	80
01496	Human Resources Officer I	C	65	65	65	65
16116	Human Resources Officer II	C	71	71	71	71
16117	Human Resources Officer III	C	74	74	74	74
16109	Human Resources Section Manager	C	73	73	73	73
15022	Information Services Division Chief	C	82	82	82	82
15023	Information Services Finance Officer	C	71	71	71	71

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
15020	Information Services Security Officer	C	68	68	68	68
09026	Intergovernmental Relations Officer, Assessor	C	63	63	63	63
05092	Labor Negotiator	C	80	80	80	80
05091	Labor Relations Financial Analyst	D	54	54	54	54
12101	Legislative Analyst I	D	56	56	56	56
12102	Legislative Analyst II	D	66	66	66	66
12103	Legislative Analyst III	C	73	73	73	73
12115	Legislative Program Manager	C	65	65	66	66
03176	Network Services Division Chief	C	82	82	82	82
16090	Payroll Supervisor	C	68	68	68	68
09999	Principal Administrative Analyst	C	77	77	77	77
16220	Principal Appraiser	C	65	65	65	65
03100	Principal Assistant County Counsel	B	92	92	92	92
16353	Public Defender Chief Investigator	C	75	75	77	79 81 (Eff. 6/19/10)
16360	Public Health Chief Financial Officer	C	82	82	82	82
16358	Public Health Division Chief	C	80	80	80	80
16410	Public Information Officer	B	83	83	83	83
18031	Real Estate Services Manager	C	67	67	67	67
18141	Risk Assessment Officer	C	70	70	70	70
19521	Sheriff's Administrative Manager	C	73	73	73	73
19465	Sheriff's Captain	C	82	82	82	82
19460	Sheriff's Deputy Chief	C	88	88	88	88
04207	Sheriff's Deputy Director of Administrative Services	C	84	84	84	84
19520	Sheriff's Financial Manager	C	73	73	73	73
19507	Sheriff's Health Services Manager	C	75	75	75	75
13301	Small Business Development Manager	C	69	69	69	69
04384	Solid Waste Management Division Manager	C	82	82	82	82

Job Code	Title	Group	Salary Effective 8/2/08 3.25%	Salary Effective 12/20/08 1%	Salary Effective 1/3/09	Salary Effective 6/20/09
04123	Special Assistant Deputy District Attorney	C	88	88	88	88
19822	Supervising Deputy County Counsel	C	90	90	90	90
19957	Systems Development Division Chief	C	82	82	82	82
19966	Systems Support Division Chief	C	82	82	82	82
03352	Treasurer-Tax Collector Finance Officer	C	76	76	76	76
01547	Treasurer-Tax Collector's Project Administrator	C	57	57	57	57
21005	Undersheriff	B	98	98	98	98
17351	Victim Services Chief	C	71	71	71	71

EXECUTIVE ASSISTANTS						
01059	Administrative Aide (Unclassified)	C	57	57	57	57
01279	Assessor's Special Assistant	C	57	57	57	57
16019	County Counsel Law Clerk (Unclassified)	C	58	58	58	58
19046	County Counsel Lead Secretary	D	48	48	48	48
03498	County Counsel Paralegal	D	50	50	50	50
05320	Executive Assistant	D	57	57	57	57
05280	Executive Assistant to the District Attorney	D	57	57	57	57
05300	Executive Secretary I	D	40	40	40	40
05305	Executive Secretary II	D	45	45	45	45
05311	Executive Secretary III (Classified)	D	50	50	50	50
05312	Executive Secretary III (Unclassified)	C	50	50	50	50
05256	Executive Secretary, Board of Supervisors (Unclassified)	C	52	52	52	52
03280	Secretary, Civil Service Commission	D	45	45	45	45
19540	Sheriff's Special Assistant (Unclassified)	C	57	57	57	57

Ranges Eff. 8-02-2008	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
120 Hourly	124.79	127.91	131.11	134.39	137.75	141.19	144.72	148.34	152.05	155.85	159.75
Appx. Bi-wkly	9,983.20	10,232.80	10,488.80	10,751.20	11,020.00	11,295.20	11,577.60	11,867.20	12,164.00	12,468.00	12,780.00
Appx.Monthly	21,630.27	22,171.07	22,725.73	23,294.27	23,876.67	24,472.93	25,084.80	25,712.27	26,355.33	27,014.00	27,690.00
Appx. Annual	259,563.20	266,052.80	272,708.80	279,531.20	286,520.00	293,675.20	301,017.60	308,547.20	316,264.00	324,168.00	332,280.00
121 Hourly	127.91	131.11	134.39	137.75	141.19	144.72	148.34	152.05	155.85	159.75	163.74
Appx. Bi-wkly	10,232.80	10,488.80	10,751.20	11,020.00	11,295.20	11,577.60	11,867.20	12,164.00	12,468.00	12,780.00	13,099.20
Appx.Monthly	22,171.07	22,725.73	23,294.27	23,876.67	24,472.93	25,084.80	25,712.27	26,355.33	27,014.00	27,690.00	28,381.60
Appx. Annual	266,052.80	272,708.80	279,531.20	286,520.00	293,675.20	301,017.60	308,547.20	316,264.00	324,168.00	332,280.00	340,579.20
122 Hourly	131.11	134.39	137.75	141.19	144.72	148.34	152.05	155.85	159.75	163.74	167.83
Appx. Bi-wkly	10,488.80	10,751.20	11,020.00	11,295.20	11,577.60	11,867.20	12,164.00	12,468.00	12,780.00	13,099.20	13,426.40
Appx.Monthly	22,725.73	23,294.27	23,876.67	24,472.93	25,084.80	25,712.27	26,355.33	27,014.00	27,690.00	28,381.60	29,090.53
Appx. Annual	272,708.80	279,531.20	286,520.00	293,675.20	301,017.60	308,547.20	316,264.00	324,168.00	332,280.00	340,579.20	349,086.40
123 Hourly	134.39	137.75	141.19	144.72	148.34	152.05	155.85	159.75	163.74	167.83	172.03
Appx. Bi-wkly	10,751.20	11,020.00	11,295.20	11,577.60	11,867.20	12,164.00	12,468.00	12,780.00	13,099.20	13,426.40	13,762.40
Appx.Monthly	23,294.27	23,876.67	24,472.93	25,084.80	25,712.27	26,355.33	27,014.00	27,690.00	28,381.60	29,090.53	29,818.53
Appx. Annual	279,531.20	286,520.00	293,675.20	301,017.60	308,547.20	316,264.00	324,168.00	332,280.00	340,579.20	349,086.40	357,822.40
124 Hourly	137.75	141.19	144.72	148.34	152.05	155.85	159.75	163.74	167.83	172.03	176.33
Appx. Bi-wkly	11,020.00	11,295.20	11,577.60	11,867.20	12,164.00	12,468.00	12,780.00	13,099.20	13,426.40	13,762.40	14,106.40
Appx.Monthly	23,876.67	24,472.93	25,084.80	25,712.27	26,355.33	27,014.00	27,690.00	28,381.60	29,090.53	29,818.53	30,563.87
Appx. Annual	286,520.00	293,675.20	301,017.60	308,547.20	316,264.00	324,168.00	332,280.00	340,579.20	349,086.40	357,822.40	366,766.40
125 Hourly	141.19	144.72	148.34	152.05	155.85	159.75	163.74	167.83	172.03	176.33	180.74
Appx. Bi-wkly	11,295.20	11,577.60	11,867.20	12,164.00	12,468.00	12,780.00	13,099.20	13,426.40	13,762.40	14,106.40	14,459.20
Appx.Monthly	24,472.93	25,084.80	25,712.27	26,355.33	27,014.00	27,690.00	28,381.60	29,090.53	29,818.53	30,563.87	31,328.27
Appx. Annual	293,675.20	301,017.60	308,547.20	316,264.00	324,168.00	332,280.00	340,579.20	349,086.40	357,822.40	366,766.40	375,939.20
126 Hourly	144.72	148.34	152.05	155.85	159.75	163.74	167.83	172.03	176.33	180.74	185.26
Appx. Bi-Wkly	11,577.60	11,867.20	12,164.00	12,468.00	12,780.00	13,099.20	13,426.40	13,762.40	14,106.40	14,459.20	14,820.80
Appx.Monthly	25,084.80	25,712.27	26,355.33	27,014.00	27,690.00	28,381.60	29,090.53	29,818.53	30,563.87	31,328.27	32,111.73
Appx. Annual	301,017.60	308,547.20	316,264.00	324,168.00	332,280.00	340,579.20	349,086.40	357,822.40	366,766.40	375,939.20	385,340.80
127 Hourly	148.34	152.05	155.85	159.75	163.74	167.83	172.03	176.33	180.74	185.26	189.89
Appx. Bi-wkly	11,867.20	12,164.00	12,468.00	12,780.00	13,099.20	13,426.40	13,762.40	14,106.40	14,459.20	14,820.80	15,191.20
Appx.Monthly	25,712.27	26,355.33	27,014.00	27,690.00	28,381.60	29,090.53	29,818.53	30,563.87	31,328.27	32,111.73	32,914.27
Appx. Annual	308,547.20	316,264.00	324,168.00	332,280.00	340,579.20	349,086.40	357,822.40	366,766.40	375,939.20	385,340.80	394,971.20
128 Hourly	152.05	155.85	159.75	163.74	167.83	172.03	176.33	180.74	185.26	189.89	194.64
Appx. Bi-wkly	12,164.00	12,468.00	12,780.00	13,099.20	13,426.40	13,762.40	14,106.40	14,459.20	14,820.80	15,191.20	15,571.20
Appx.Monthly	26,355.33	27,014.00	27,690.00	28,381.60	29,090.53	29,818.53	30,563.87	31,328.27	32,111.73	32,914.27	33,737.60
Appx. Annual	316,264.00	324,168.00	332,280.00	340,579.20	349,086.40	357,822.40	366,766.40	375,939.20	385,340.80	394,971.20	404,851.20
129 Hourly	155.85	159.75	163.74	167.83	172.03	176.33	180.74	185.26	189.89	194.64	199.51
Appx. Bi-wkly	12,468.00	12,780.00	13,099.20	13,426.40	13,762.40	14,106.40	14,459.20	14,820.80	15,191.20	15,571.20	15,960.80
Appx.Monthly	27,014.00	27,690.00	28,381.60	29,090.53	29,818.53	30,563.87	31,328.27	32,111.73	32,914.27	33,737.60	34,581.73
Appx. Annual	324,168.00	332,280.00	340,579.20	349,086.40	357,822.40	366,766.40	375,939.20	385,340.80	394,971.20	404,851.20	414,980.80
130 Hourly	159.75	163.74	167.83	172.03	176.33	180.74	185.26	189.89	194.64	199.51	204.50
Appx. Bi-wkly	12,780.00	13,099.20	13,426.40	13,762.40	14,106.40	14,459.20	14,820.80	15,191.20	15,571.20	15,960.80	16,360.00
Appx.Monthly	27,690.00	28,381.60	29,090.53	29,818.53	30,563.87	31,328.27	32,111.73	32,914.27	33,737.60	34,581.73	35,446.67
Appx. Annual	332,280.00	340,579.20	349,086.40	357,822.40	366,766.40	375,939.20	385,340.80	394,971.20	404,851.20	414,980.80	425,360.00

Range Eff. 12-20-2008	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
120 Hourly	126.04	129.19	132.42	135.73	139.13	142.60	146.17	149.82	153.57	157.41	161.35
Appx. Bi-wkly	10,083.20	10,335.20	10,593.60	10,858.40	11,130.40	11,408.00	11,693.60	11,985.60	12,285.60	12,592.80	12,908.00
Appx. Monthly	21,846.93	22,392.93	22,952.80	23,526.53	24,115.87	24,717.33	25,336.13	25,968.80	26,618.80	27,284.40	27,967.33
Appx. Annual	262,163.20	268,715.20	275,433.60	282,318.40	289,390.40	296,608.00	304,033.60	311,625.60	319,425.60	327,412.80	335,608.00
121 Hourly	129.19	132.42	135.73	139.13	142.60	146.17	149.82	153.57	157.41	161.35	165.38
Appx. Bi-wkly	10,335.20	10,593.60	10,858.40	11,130.40	11,408.00	11,693.60	11,985.60	12,285.60	12,592.80	12,908.00	13,230.40
Appx. Monthly	22,392.93	22,952.80	23,526.53	24,115.87	24,717.33	25,336.13	25,968.80	26,618.80	27,284.40	27,967.33	28,665.87
Appx. Annual	268,715.20	275,433.60	282,318.40	289,390.40	296,608.00	304,033.60	311,625.60	319,425.60	327,412.80	335,608.00	343,990.40
122 Hourly	132.42	135.73	139.13	142.60	146.17	149.82	153.57	157.41	161.35	165.38	169.51
Appx. Bi-wkly	10,593.60	10,858.40	11,130.40	11,408.00	11,693.60	11,985.60	12,285.60	12,592.80	12,908.00	13,230.40	13,560.80
Appx. Monthly	22,952.80	23,526.53	24,115.87	24,717.33	25,336.13	25,968.80	26,618.80	27,284.40	27,967.33	28,665.87	29,381.73
Appx. Annual	275,433.60	282,318.40	289,390.40	296,608.00	304,033.60	311,625.60	319,425.60	327,412.80	335,608.00	343,990.40	352,580.80
123 Hourly	135.73	139.13	142.60	146.17	149.82	153.57	157.41	161.35	165.38	169.51	173.75
Appx. Bi-wkly	10,858.40	11,130.40	11,408.00	11,693.60	11,985.60	12,285.60	12,592.80	12,908.00	13,230.40	13,560.80	13,900.00
Appx. Monthly	23,526.53	24,115.87	24,717.33	25,336.13	25,968.80	26,618.80	27,284.40	27,967.33	28,665.87	29,381.73	30,116.67
Appx. Annual	282,318.40	289,390.40	296,608.00	304,033.60	311,625.60	319,425.60	327,412.80	335,608.00	343,990.40	352,580.80	361,400.00
124 Hourly	139.13	142.60	146.17	149.82	153.57	157.41	161.35	165.38	169.51	173.75	178.09
Appx. Bi-wkly	11,130.40	11,408.00	11,693.60	11,985.60	12,285.60	12,592.80	12,908.00	13,230.40	13,560.80	13,900.00	14,247.20
Appx. Monthly	24,115.87	24,717.33	25,336.13	25,968.80	26,618.80	27,284.40	27,967.33	28,665.87	29,381.73	30,116.67	30,868.93
Appx. Annual	289,390.40	296,608.00	304,033.60	311,625.60	319,425.60	327,412.80	335,608.00	343,990.40	352,580.80	361,400.00	370,427.20
125 Hourly	142.60	146.17	149.82	153.57	157.41	161.35	165.38	169.51	173.75	178.09	182.55
Appx. Bi-wkly	11,408.00	11,693.60	11,985.60	12,285.60	12,592.80	12,908.00	13,230.40	13,560.80	13,900.00	14,247.20	14,604.00
Appx. Monthly	24,717.33	25,336.13	25,968.80	26,618.80	27,284.40	27,967.33	28,665.87	29,381.73	30,116.67	30,868.93	31,642.00
Appx. Annual	296,608.00	304,033.60	311,625.60	319,425.60	327,412.80	335,608.00	343,990.40	352,580.80	361,400.00	370,427.20	379,704.00
126 Hourly	146.17	149.82	153.57	157.41	161.35	165.38	169.51	173.75	178.09	182.55	187.11
Appx. Bi-wkly	11,693.60	11,985.60	12,285.60	12,592.80	12,908.00	13,230.40	13,560.80	13,900.00	14,247.20	14,604.00	14,968.80
Appx. Monthly	25,336.13	25,968.80	26,618.80	27,284.40	27,967.33	28,665.87	29,381.73	30,116.67	30,868.93	31,642.00	32,432.40
Appx. Annual	304,033.60	311,625.60	319,425.60	327,412.80	335,608.00	343,990.40	352,580.80	361,400.00	370,427.20	379,704.00	389,188.80
127 Hourly	149.82	153.57	157.41	161.35	165.38	169.51	173.75	178.09	182.55	187.11	191.79
Appx. Bi-wkly	11,985.60	12,285.60	12,592.80	12,908.00	13,230.40	13,560.80	13,900.00	14,247.20	14,604.00	14,968.80	15,343.20
Appx. Monthly	25,968.80	26,618.80	27,284.40	27,967.33	28,665.87	29,381.73	30,116.67	30,868.93	31,642.00	32,432.40	33,243.60
Appx. Annual	311,625.60	319,425.60	327,412.80	335,608.00	343,990.40	352,580.80	361,400.00	370,427.20	379,704.00	389,188.80	398,923.20
128 Hourly	153.57	157.41	161.35	165.38	169.51	173.75	178.09	182.55	187.11	191.79	196.59
Appx. Bi-wkly	12,285.60	12,592.80	12,908.00	13,230.40	13,560.80	13,900.00	14,247.20	14,604.00	14,968.80	15,343.20	15,727.20
Appx. Monthly	26,618.80	27,284.40	27,967.33	28,665.87	29,381.73	30,116.67	30,868.93	31,642.00	32,432.40	33,243.60	34,075.60
Appx. Annual	319,425.60	327,412.80	335,608.00	343,990.40	352,580.80	361,400.00	370,427.20	379,704.00	389,188.80	398,923.20	408,907.20
129 Hourly	157.41	161.35	165.38	169.51	173.75	178.09	182.55	187.11	191.79	196.59	201.51
Appx. Bi-wkly	12,592.80	12,908.00	13,230.40	13,560.80	13,900.00	14,247.20	14,604.00	14,968.80	15,343.20	15,727.20	16,120.80
Appx. Monthly	27,284.40	27,967.33	28,665.87	29,381.73	30,116.67	30,868.93	31,642.00	32,432.40	33,243.60	34,075.60	34,928.40
Appx. Annual	327,412.80	335,608.00	343,990.40	352,580.80	361,400.00	370,427.20	379,704.00	389,188.80	398,923.20	408,907.20	419,140.80
130 Hourly	161.35	165.38	169.51	173.75	178.09	182.55	187.11	191.79	196.59	201.51	206.55
Appx. Bi-wkly	12,908.00	13,230.40	13,560.80	13,900.00	14,247.20	14,604.00	14,968.80	15,343.20	15,727.20	16,120.80	16,524.00
Appx. Monthly	27,967.33	28,665.87	29,381.73	30,116.67	30,868.93	31,642.00	32,432.40	33,243.60	34,075.60	34,928.40	35,802.00
Appx. Annual	335,608.00	343,990.40	352,580.80	361,400.00	370,427.20	379,704.00	389,188.80	398,923.20	408,907.20	419,140.80	429,624.00

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Compulsory Leave	Leave Provisions {Compulsory Leave}
Conditions of Employment	Conditions of Employment
Cost of Living Increases	Salary Adjustments {Across-the-Board Pay Adjustments}
County Credit/Debit Cards	Expense Reimbursement
County Retirement Contributions	Retirement System Contributions
DCAP	Benefits {Dependent Care Assistance Plan (DCAP)}
Deferred Compensation	Benefits {Salary Savings Plans - 401(k) and 457(b)}
Demotion	Salary Adjustments, Differentials and Allowances {Salary Rate Adjustment - Demotion}
Dental Premium Subsidy (DPS)	Benefits {Health and Dental}
Differential	Salary Adjustments {Differential}
Disability Leave	Leave Provisions {Leave Accruals While on Disability Leave}
Disciplinary Appeals	Appeal Rights
Electronic Fund Transfer	Direct Deposit {Electronic Fund Transfer}
Equity Adjustment	Salary Adjustments {Salary Rate Adjustment}
Examination Time	Leave Provisions {Examination Time}
Expense Advances	Expense Reimbursement
Expense Reimbursement	Expense Reimbursement
Extended Leave	Leave Provisions {Extended Leave}
Fixed Holidays	Leave Provisions {Holiday Leave - Fixed Holidays}
Flexible Benefit Plan	Benefits {Benefit Plan Contributions}
Flexible Spending Account	Benefits {Flexible Spending Account (FSA) for Medical Expense Reimbursement}
Floating Holidays	Leave Provisions {Holiday Leave - Floating Holidays}
Gym Membership	Benefits {Healthy Lifestyles Program}
Healthy Lifestyles Program	Benefits {Healthy Lifestyles Program}
Holidays	Leave Provisions {Holiday Leave - Fixed Holidays}
Human Resources Officer Differential	Salary Adjustments {Differential}
Insurance, Accidental Death and Dismemberment (AD&D)	Benefits {Insurance Plans - Life Insurance}
Insurance, Dental	Benefits {Insurance Plans - Health and Dental}
Insurance, Disability	Benefits {Insurance Plans - Disability}
Insurance, Health/Medical	Benefits {Insurance Plans - Health and Dental}
Insurance, Short-Term/Long-Term Disability	Benefits {Insurance Plans - Disability}
Insurance, Term Life	Benefits {Insurance Plans - Life Insurance}
Insurance, Variable Group Universal Life	Benefits {Insurance Plans - Life Insurance}
Insurance, Vision	Benefits {Insurance Plans - Vision}
Introduction	Introduction
Jury Duty Leave	Leave Provisions {Jury Duty Leave}
Layoff	Conditions of Employment
Leaves of Absence	Leave Provisions {Special Leaves of Absence Without Pay}
Legal Services Compensation	Salary Adjustments, Differentials, and Allowances {County Counsel Legal Services Compensation}

Lodging, Reimbursement of.....	Expense Reimbursement {Subsistence}
Meals, Reimbursement of.....	Expense Reimbursement {Subsistence}
Medical Emergency Leave (MEL).....	Leave Provisions {Medical Emergency Leave}
Medical Expense Reimbursement.....	Benefits {Flexible Spending Account (FSA) for Medical Expense Reimbursement}
Medical Premium Subsidy (MPS).....	Benefits {Medical and Dental Subsidies}
Medical Trust Fund.....	Benefits {Retirement Medical Trust Fund}
Membership Dues.....	Tuition Reimbursement and Membership Dues
Military Leave.....	Leave Provisions {Military Leave}
Moving Expenses.....	Employment Interview Expenses and Recruitment/Moving Expenses
Needles Subsidy.....	Benefits {Insurance Plans - Health and Dental}
Opt-Out, Health/Dental.....	Benefits {Insurance Plans - Health and Dental}
Overtime.....	Salary Adjustments, Differentials, and Allowances {Salary Rate Adjustment - Hours of Work}
Perfect Attendance.....	Leave Provisions {Perfect Attendance Leave}
Political Leave.....	Leave Provisions {Political Leave}
POST Pay.....	Salary Adjustments, Differentials and Allowances {Peace Officer Standards and Training (POST)}
Prior Service Credit, Vacation.....	Leave Provisions {Vacation Leave}
Probationary Period.....	Probationary Period
Promotion.....	Salary Adjustments, Differentials and Allowances {Salary Rate Adjustment - Promotion}
Recruitment Bonus.....	Recruitment and Referral Bonus Programs
Recruitment Expenses.....	Employment Interview Expenses and Recruitment/Moving Expenses
Referral Bonus.....	Recruitment and Referral Bonus Programs
Rehire.....	Reemployment
Retirement Medical Trust (RMT).....	Benefits {Retirement Medical Trust Fund}
Retirement System Contributions.....	Retirement System Contributions
Salary Savings, 401(k) & 457(b).....	Benefits {Salary Savings Plans - 401(k) and 457(b)}
Section 125 Premium Conversion Plan.....	Benefits {Premium Deductions - Pre-tax and After-tax}
Sick Leave, Conversion.....	Leave Provisions {Sick Leave - Sick Leave Conversion}
Sick Leave, Rates of Accumulation.....	Leave Provisions {Sick Leave - Accumulation}
Special Assignment Compensation (SAC).....	Salary Adjustments {Special Assignment Compensation}
Step Increases.....	Salary Adjustments {Salary Rates & Step Advancements}
Temporary Performance of Higher-Level Duties.....	Salary Adjustments {Assignment to Vacant Higher Position}
Travel Authorization.....	Expense Reimbursement
Travel, Mode of.....	Expense Reimbursement
Tuition Reimbursement.....	Tuition Reimbursement and Membership Dues
Vacation, Prior Service Credit.....	Leave Provisions {Vacation Leave}
Vacation, Rates of Accumulation.....	Leave Provisions {Vacation Leave}
Voluntary Demotion.....	Salary Adjustments, Differentials and Allowances {Salary Rate Adjustment - Demotion}
Waive, Health and Dental.....	Benefit {Insurance Plans - Health and Dental}
Witness Leave.....	Leave Provisions {Witness Leave}
Workers' Compensation.....	Leave Provisions {Sick Leave - Workers' Compensation}