**RESOLUTION OF THE BOARD OF SUPERVISORS
REGARDING CERTAIN TERMS AND CONDITIONS OF EMPLOYMENT FOR
APPOINTED SISKIYOU COUNTY DEPARTMENT HEADS**

WHEREAS, upon adoption, this Resolution supersedes any and all prior adopted Appointed Department Head salary and benefits resolutions; and

WHEREAS, the County is desirous of setting forth its understanding concerning salary increases and certain terms and conditions of employment for the Siskiyou County Appointed Department Head ("Unit") classifications.

NOW, THEREFORE, BE IT RESOLVED:

1. **COMPENSATION**
   a. No salary increases pursuant to this Resolution. Unit salaries are based upon performance. Salary adjustments will be reviewed with the County Administrator during annual performance evaluations and any adjustments to salary will be adopted by the Board of Supervisors accordingly.

   b. $1,000 "Off Salary Schedule Pay" cash payout effective July 12, 2020.

   ~~c. Step 6 and 7 established in 2008. Step 6 provides a 2.5% increase to employees after 2 years at Step 5. Step 7 provides a 2.5% increase after 2 years at Step 6.~~

   c. Effective September 5, 2021, employees at Step 5 are eligible for a 2.5% increase to base salary (to Step 6) after satisfactory performance and completion of 26 consecutive pay periods. Employees at Step 6 are eligible for a 2.5% increase to base salary (to Step 7) after satisfactory performance and completion of 26 consecutive pay periods.

   d. County agrees to attempt to maintain a spread of fifteen (15%) percent, between the Assistant Department Head and Department Head.

2. **INSURANCE**
   a. **Health Insurance**
      i. Effective November 15, 2020 for the January 2021 premiums, the County agrees to contribute a dollar amount equal to 100% of the CalPERS Select health plan premium to the employee's selection of the CalPERS health plan options.

      ii. These amounts are to be prorated for permanent part-time employees.

   b. **Retiree Health**

i. For employees covered by this resolution retiring during the term of this resolution who elect to continue the health and dental insurance plans with the County, the County agrees to pay a monthly amount as determined by the Board of Supervisors towards the payment of the retired or retiring members' health and dental insurance premium.

ii. For Unit employees hired into County service after September 1, 2020 the County contribution to a retiree's health insurance premium will be the minimum employer contribution required by CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA).

c. **Dental Insurance**

i. Effective April 19, 2020 deductions will start for the June 2020 premium, employees will contribute as noted in the table below and the County and employee contribution may be adjusted annually based on fund balance.

Premium	Employee Only $75 per month	Employee +1 $90 per month	Employee + Family $125 per month
Flat cap	Employee – $11.25 per month Employer – $63.75 per month	Employee – $13.50 per month Employer – $76.50 per month	Employee – $18.75 per month Employer – $106.25 per month

d. **Vision Insurance**

i. The County agrees to maintain the Vision Health Plan for eligible employees and dependents as follows:

Effective May 3, 2020, deductions will start for the June 2020 premium. The County will pay $6.00 per month and the Employee pays $1.50 per month.

e. **Life Insurance**

i. Appointed Department Heads covered herein shall be covered by term life insurance in an amount equal to two times the gross annual salary, which premium for the said term insurance policy shall be paid by the County. A certain portion of this premium paid by the County may be considered as taxable income and shall be reflected in the employees' earnings statement for such purposes. In addition, the County shall make available to the Appointed Department Heads covered by this resolution, at the Appointed Department Head's expense, additional term life insurance coverage under the terms and conditions as specified by the insurer providing the term life insurance pursuant to the first sentence of this paragraph.

f. **Short-Term Disability Insurance**
   i. The County agrees to maintain in effect the County Short-Term Disability Policy.

g. **Long-Term Disability Insurance**
   i. The County shall maintain in effect the County paid long term disability insurance program for Unit employees.

3. **DEFERRED COMPENSATION**
   a. Effective May 3, 2020, the County will contribute an amount of Four Hundred Twenty-Five dollars ($425.00) per month to the Appointed Department Head's designated deferred compensation program.

4. **HOLIDAYS AND PAID LEAVE**
   a. Holidays to be authorized in accordance with Personnel Policy, Section 7.2.

   b. Appointed Department Heads shall be entitled to accrue and utilize vacation in accordance with County Personnel Policy, Section 7.1. Appointed Department Heads shall be allowed to take vacation immediately upon date of hire.

   c. Appointed Department Heads maximum accrual for vacation limits will be 312 hours. Appointed Department Heads will be allowed to accrue above their vacation accrual limits during the calendar year. Appointed Department Heads *who on the first full pay period in January* of any year exceed the vacation maximum of 312 hours, shall not accrue additional vacation hours until the vacation balance is reduced to the limit allowed.

   d. Administrative Leave. Appointed Department Heads will be entitled to a total of sixty (60) hours of administrative leave per calendar year with an option to be taken off. Employees hired or terminated during the calendar year shall receive prorated administrative leave hours with the hours being rounded to the nearest one-third (4 months) of the year.

   e. Sick leave. Accrual and use shall be in accordance with County Personnel Policy, Section 7.9.

   f. Bereavement leave. Shall be in accordance with County Personnel Policy, Section 7.4.

5. **RETIREMENT BENEFITS**
   a. **CalPERS Retirement**
      i. The County currently contracts with CalPERS for a defined benefit retirement program. Retirement benefits are calculated using a

member's years of service credit, age at retirement and final compensation (average salary for a defined period of employment). The retirement formula employees may be eligible for will be determined by a variety factors in accordance with the County's current CalPERS contract and PERS regulations.

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ii. **Benefit Formulas.** Please contact Personnel or CalPERS to determine which one of the following benefit formulas applies to you. The benefit formulas are as follows:

1. 2% at 55 years of age and single highest year calculation for final compensation (generally for employees hired prior to 11/02/12).

2. 2% at 60 years of age, and highest three-year average for final compensation (generally for employees hired between 11/02/12 & 12/31/12).

3. 2% @ 62 years of age and highest 3-year average final compensation (generally for employees hired on or after 1/1/13 pursuant to the California Public Employee's Pension Reform Act of 2013).

iii. **Chief Probation Officer/Safety Member Retirement.** The Chief Probation Officer is considered a safety employee for CalPERS retirement:

1. The County agrees to maintain the CalPERS 3% at 50 years of age with single highest year calculation for all safety members for employee hired prior to February 5, 2012.

2. Employees hired from February 5, 2012 – December 31, 2012 are subject to the 2nd Tier formula of 3%@ 55 years of age formula with highest 3-year average salary.

3. Employees hired on or after 1/1/ 2013, pursuant to the California Public Employee's Pension Reform Act of 2013 and all applicable amendments thereto shall be covered by the CalPERS **<u>2.7% @ 57 years of age</u>** formula with the highest 3-year average salary calculation.

iv. **Retirement Contributions.**

1. Employee continues to contribute one half (50%) of the member contribution to CalPERS retirement (3.5%), on a pre-tax basis (Safety Member 4.5%).

2. Effective January 1, 2017, the County shall pay 50% (3.5%) of the member contribution, as an Employer Paid Member Contribution (EPMC) and report it as Special Compensation, pursuant to Gov. Code <u>§20636(c)(4) for all members of this unit (excluding new members (due to PEPRA).</u> Employee continues to contribute one half (50%) of the member contribution to CALPERS retirement (3.5%) on a pre-tax basis (Safety Members 4.5%). This shall only apply to Employees hired before January 1, 2013 ("Classic" Members).

3. Pursuant to the California Public Employee's Pension Reform Act of 2013 and all applicable amendments thereto, for employees newly hired on or after January 1, 2013 the employee member contribution will be 50% of the total normal cost (as determined by CalPERS), and the County shall not contribute to the member contribution/employee share. The member contribution will not exceed 12%, in accordance with the California Public Employee's Pension Reform Act of 2013.

v. The County agrees to allow for military service credit in accordance with Government Code Section 21024.

6. **Professional License Fees**
   a. The County shall reimburse Unit employees for County required professional license fees. The County reimbursement/payment shall cover license/certifications required by the County or the State. Optional or extra certifications requested to be covered may only be covered at the discretion of the department head in consultation with the Personnel Manager.

7. **IRS-125 PROGRAM**
   a. An IRS-125 program shall remain in effect for the term of this agreement.

8. **AT-WILL STATUS**
   a. Appointed Department Heads are considered At-Will. (except as dictated by County or Government code).

9. **TERM OF RESOLUTION**
   a. The term of this Resolution shall be effective April 21, 2020 and remain in effect until April 20, 2022 or until a superseding Resolution is adopted by the Board of Supervisors.

PASSED AND ADOPTED this ~~21st~~7th day of ~~April~~September 202~~0~~1 by the Board of Supervisors of the County of Siskiyou by the following vote:

AYES:
NOES:
ABSENT:

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~~Michael N. Kobseff~~Ray A. Haupt, Board Chair
Board of Supervisors

ATTEST:
Laura Bynum, County Clerk
By___________________
Deputy

~~Current Salary Table as of April 21, 2020 for Appointed Department Heads~~

JOB CLASSIFICATION	Range	MOU	Unit	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
AGR COMMISSION/SEALER	70	Appt DH	DG	EX	$3,029.92	$3,181.53	$3,340.48	$3,507.61	$3,682.97	$3,775.05	$3,867.14
CHIEF PROBATION OFFICER	75	Appt DH	DG	EX	$3,388.12	$3,557.55	$3,735.41	$3,922.14	$4,118.36	$4,221.34	$4,324.31
COUNTY COUNSEL	82	Appt DH	Contract	DG	$7,692.31	$7,692.31	$7,692.31	$7,692.31	$7,692.31	$7,692.31	
COUNTY LIBRARIAN	62	Appt DH	DG	EX	$2,492.81	$2,617.45	$2,748.32	$2,885.71	$3,029.92	$3,105.75	$3,181.53
DIRECTOR OF CHILD SUPPORT SERVICES	67	Appt DH	DG	EX	$2,815.29	$2,956.04	$3,103.85	$3,259.06	$3,422.00	$3,507.52	$3,593.13
DIRECTOR OF COMMUNITY DEVELOPMENT AGENCY	179	Appt DH	DG	EX	$4,297.74	$4,297.74	$4,297.74	$4,297.74	$4,297.74	$4,297.74	$4,297.74
DIRECTOR OF HEALTH AND HUMAN SERVICES AGENCY	177	Appt DH	Contract	EX	$5,192.31	$5,192.31	$5,192.31	$5,192.31	$5,192.31	$5,192.31	$5,192.31
DIRECTOR OF PUBLIC HEALTH	80	Appt DH	DG	EX	$3,867.14	$4,060.50	$4,263.50	$4,476.77	$4,700.01	$4,817.94	$4,935.02
DIRECTOR OF PUBLIC WORKS	178	Appt DH	DG	EX	$4,998.18	$4,998.18	$4,998.18	$4,948.70	$4,998.18	$4,998.18	$4,998.18
MUSEUM MANAGER	48	Appt DH	DG	EX	$1,771.57	$1,860.15	$1,953.16	$2,050.84	$2,153.38	$2,207.21	$2,261.05
PLANNING DIRECTOR	66	Appt DH	DG	EX	$2,748.32	$2,885.71	$3,029.92	$3,181.53	$3,340.48	$3,424.00	$3,507.61
PUBLIC DEFENDER	175	Appt DH	DG	EX	$5,119.31	$5,119.31	$5,119.31	$5,119.31	$5,119.31	$5,119.31	$5,119.31