

**RESOLUTION OF THE BOARD OF SUPERVISORS
REGARDING CERTAIN TERMS AND CONDITIONS OF EMPLOYMENT FOR MEMBERS OF
THE ASSISTANT DEPARTMENT HEAD UNIT**

WHEREAS, upon adoption, this Resolution supersedes any and all prior adopted Assistant 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 Assistant Department Head ("Unit") classifications

NOW THEREFORE, BE IT RESOLVED:

1. COMPENSATION

Salary Adjustments shall be:

- a. Approved Current Salary Table as of September 5, 2021 – Attachment A;
- b. 2.75% salary increase effective May 3, 2020,
- c. 2.0% salary increase effective May 2, 2021; .
- d. \$750 "Off Salary Schedule Pay" cash payout effective July 12, 2020.
- e. 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.

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 employees hired 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**

Unit 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.

f. **Short Term Disability Insurance**

The County agrees to maintain in effect the County Short term Disability Policy.

g. **Long Term Disability Insurance**

The County shall maintain in effect the County paid long term disability insurance program for unit employees.

3. **DEFERRED COMPENSATION**

Effective May 3, 2020, the County monthly contribution will increase from \$150 up to \$250 to the employee's designated deferred compensation program. The additional \$100 requires an employee match.

4. **HOLIDAYS/PAID LEAVE**

- a. Holidays to be authorized in accordance with Personnel Policy, Section 7.2.
- b. Vacation. Employees shall be entitled to accrue and utilize vacation in accordance with County Personnel Policy Section 7.1 except the elimination of vacation balances and as outlined below. Accrual limit for this unit is 312 hours

(thirty-nine (39) days). Employees will be allowed to accrue above their vacation accrual limits during the calendar year. Accrual maximums will be enforced, however, on the first full pay period in January of the new calendar year. Employees who on the first full pay period in January of the new calendar year exceed the vacation maximum listed above shall not earn vacation until the vacation accrual is reduced to the limit allowed.

- c. **Administrative Leave.** Assistant shall not receive overtime compensation. Unit employees will be entitled to a total of forty eighty (48) hours administrative leave per calendar year. There shall be an option to cash out up to 20 hours of the Administrative Leave hours. Administrative leave days must be taken during the calendar year in which they are earned.

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. Employees hired during the year shall receive the appropriate number of hours credited to their leave accruals. Employees terminated during the year shall have the appropriate number of hours deducted from their leave accruals, or, if necessary, from accrued pay.

- d. **Sick Leave.** Accrual and use shall be in accordance with County Personnel Policy Section 7.4
- e. **Bereavement Leave.** Leave shall be in accordance with County Personnel Policy, Section 7.4

5. RETIREMENT BENEFITS

- a. 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 of factors in accordance with the County's current CalPERS contract and PERS regulations.
- b. **Benefit Formulas.** Please contact Personnel or CalPERS to determine which one of the following benefit formula applies to you. The benefit formulas are as follows:
 - i. 2% at 55 years of age and single highest year calculation for final compensation (generally for employees hired prior to 11/02/12).
 - ii. 2% at 60 years of age, and highest three-year average for final compensation (generally for employees hired between 11/02/12 and 12/31/12).
 - iii. 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).
- c. **Retirement Contributions.**
 - i. Employee continues to contribute one half (50%) of the member contribution to CalPERS retirement (3.5%), on a pre-tax basis.

- ii. 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.

d. **Assistant Chief Probation Officer/Safety Member Retirement:**

- i. The Assistant Chief Probation Officer is considered a Safety employee for CalPERS retirement.
- ii. **Benefit Formulas.** Please contact Personnel or CalPERS to determine which one of the following safety benefit formula applies to you. The benefit formulas are as follows:
 - 1. The County agrees to maintain the CalPERS 3% at 50 years of age benefit 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 **2.7% @ 57 years of age** formula with the highest 3 year average salary calculation.

- f. **Member Contributions:** 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.

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

6. **IRS-125 PROGRAM**

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

7. **LAYOFFS**

Any layoffs shall be in accordance with County ordinances, rules, regulations and policies concerning layoffs. Authorization shall be in accordance with County

Personnel Policy, Section 3.3.

8. PERSONNEL FILES

The County shall maintain one official personnel file for each unit employee. This file shall be considered confidential in accordance with state law. The employee shall have the right to inspect his or her personnel file at any reasonable time during the regular business hours of the County; excepting any reference letters/checks or background investigations which are exempt from review by the employee or his or her representative. No adverse comment shall be entered into the employee's personnel file without the employee first given the opportunity to read and sign the document except the document may be entered into the file if the employee refuses to sign the document, which shall be so noted.

The employee shall have the right to submit a reasonable amount of rebuttal information and response to any information being entered into the file with which the employee disagrees. The employee shall be responsible for compiling the rebuttal material and shall do so within thirty (30) days of reading and signing (or declining to sign) information being entered into the file. Should the employee wish to have a representative review his or her personnel file in his or her absence he/she shall, in writing, provide authorization for the review prior to the review.

9. PROBATIONARY PERIOD

Shall be in accordance with County Personnel Policy, Section 6.2

10. EMPLOYEE PERFORMANCE EVALUATIONS

Evaluations shall be in accordance with County Personnel Policy, Section 7.4

11. MEDIATION OF DISCIPLINARY MATTERS

Upon submitting an appeal of disciplinary action to the Board of Supervisors, the employee may submit the matter to a panel consisting of the County Administrator and his designee, and two representatives of the employee unit. The panel will review and attempt to resolve the matter. If unsuccessful, the appeal may be referred to the Board.

12. REINSTATEMENT

Employees reinstated pursuant to County Personnel Policy, Section 6.4 within two years of a resignation in good standing, shall have seniority reinstated for purposes of County service for layoffs and leave accruals.

13. PROFESSIONAL LICENSE FEES

The County shall pay Unit employees or pay the state agency for County-required professional license fees. The maximum payment shall be \$200.00 per employee annually; except for the attorney classification, which shall continue to have state bar fees paid in full.

14. TERMS OF RESOLUTION

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 7th Day of September 2021 by the Board of Supervisors of the

County of Siskiyou by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ray A. Haupt, Board Chair

ATTEST:

LAURA BYNUM, COUNTY CLERK

By: _____
Deputy

County of Siskiyou - Salary Schedule

Exhibit A - Assistant Department Head Resolution

Job Title <i>Applicable Footnotes</i>	Unit/ Range	Bargaining Unit	FLSA	Hourly Monthly Step 1	Hourly Monthly Step 2	Hourly Monthly Step 3	Hourly Monthly Step 4	Hourly Monthly Step 5	Hourly Monthly Step 6	Hourly Monthly Step 7
Assistant Agriculture Commissioner/Sealer <i>F002, F003, F013</i>	UG157	Asst DH	EX	30.233	31.744	33.332	34.998	36.749	37.667	38.586
				5,240.352	5,502.348	5,777.514	6,066.335	6,369.776	6,529.021	6,688.265
Assistant Assessor-Recorder <i>F002, F003, F013</i>	UG063	Asst DH	EX	32.108	33.714	35.399	37.170	39.027	40.003	40.978
				5,565.445	5,843.831	6,135.859	6,442.741	6,764.699	6,933.816	7,102.934
Assistant Auditor/Controller <i>F002, F003, F013</i>	UG071	Asst DH	EX	39.027	40.979	43.029	45.180	47.439	48.625	49.811
				6,764.699	7,103.068	7,458.286	7,831.134	8,222.692	8,428.260	8,633.827
Assistant Chief Probation Officer <i>F002, F003, F013</i>	UG065	Asst DH	EX	33.714	35.399	37.170	39.027	40.979	42.004	43.028
				5,843.831	6,135.859	6,442.741	6,764.699	7,103.068	7,280.644	7,458.220
Assistant County Clerk <i>F002, F003, F013</i>	UG057	Asst DH	EX	27.737	29.123	30.580	32.108	33.714	34.557	35.400
				4,807.663	5,048.025	5,300.472	5,565.445	5,843.831	5,989.928	6,136.023
Assistant County Counsel <i>F002, F003, F013</i>	UG191	Asst DH	EX	68.950	72.398	76.018	79.819	83.810	85.905	88.052
				11,951.393	12,548.963	13,176.411	13,835.232	14,526.994	14,890.168	15,262.423
Assistant Director of Child Support/Chief Attorney <i>F002, F003, F013</i>	UG176	Asst DH	EX	46.806	49.146	51.604	54.184	56.893	58.315	59.773
				8,113.062	8,518.714	8,944.650	9,391.883	9,861.478	10,108.013	10,360.714
Assistant District Attorney <i>F002, F003, F013</i>	UG176	Asst DH	EX	46.806	49.146	51.604	54.184	56.893	58.315	59.773
				8,113.062	8,518.714	8,944.650	9,391.883	9,861.478	10,108.013	10,360.714
Assistant Public Defender <i>F002, F003, F013</i>	UG176	Asst DH	EX	46.806	49.146	51.604	54.184	56.893	58.315	59.773
				8,113.062	8,518.714	8,944.650	9,391.883	9,861.478	10,108.013	10,360.714
Assistant Treasurer/Tax Collector <i>F002, F003, F013</i>	UG059	Asst DH	EX	29.123	30.580	32.108	33.714	35.399	36.284	37.169
				5,048.025	5,300.472	5,565.445	5,843.831	6,135.859	6,289.254	6,442.652
Clinical Director of Behavioral Health Services <i>F002, F003, F013</i>	UG077	Asst DH	EX	45.261	47.524	49.900	52.395	55.015	56.390	57.800
				7,845.178	8,237.437	8,649.308	9,081.774	9,535.863	9,774.260	10,018.617
Deputy Chief Probation Officer <i>F002, F003, F013</i>	UG059	Asst DH	EX	29.123	30.580	32.108	33.714	35.399	36.284	37.169
				5,048.025	5,300.472	5,565.445	5,843.831	6,135.859	6,289.254	6,442.652
Deputy County Administrator - Chief Fiscal Officer <i>F002, F003, F013</i>	UG071	Asst DH	EX	39.027	40.979	43.029	45.180	47.439	48.625	49.811
				6,764.699	7,103.068	7,458.286	7,831.134	8,222.692	8,428.260	8,633.827
Deputy County Administrator - Personnel and Risk Management Officer <i>F002, F003, F013</i>	UG071	Asst DH	EX	39.027	40.979	43.029	45.180	47.439	48.625	49.811
				6,764.699	7,103.068	7,458.286	7,831.134	8,222.692	8,428.260	8,633.827
Deputy County Administrator - Policy, Procurement and Natural Resources Officer <i>F002, F003, F013</i>	UG071	Asst DH	EX	39.027	40.979	43.029	45.180	47.439	48.625	49.811
				6,764.699	7,103.068	7,458.286	7,831.134	8,222.692	8,428.260	8,633.827
Deputy Director of Admin Services <i>F002, F003, F013</i>	UG065	Asst DH	EX	33.714	35.399	37.170	39.027	40.979	42.004	43.028
				5,843.831	6,135.859	6,442.741	6,764.699	7,103.068	7,280.644	7,458.220
Deputy Director of Behavioral Health Division <i>F002, F003, F013</i>	UG072	Asst DH	EX	40.004	42.004	44.104	46.309	48.625	49.840	51.056
				6,933.994	7,280.676	7,644.656	8,026.928	8,428.276	8,638.982	8,849.688
Deputy Director of Building	UG067	Asst DH	EX	35.399	37.170	39.027	40.979	43.029	44.104	45.180

County of Siskiyou - Salary Schedule

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<i>F002, F003, F013</i>				6,135.859	6,442.741	6,764.699	7,103.068	7,458.286	7,644.742	7,831.200
Deputy Director of Emergency Services	UG062	Asst DH	EX	31.344	33.056	34.556	36.284	38.099	39.052	40.004
<i>F002, F003, F013</i>				5,432.958	5,729.663	5,989.733	6,289.298	6,603.830	6,768.928	6,934.021
Deputy Director of Environmental Health Services	UG066	Asst DH	EX	34.556	36.284	38.099	40.004	42.004	43.054	44.104
<i>F002, F003, F013</i>				5,989.733	6,289.298	6,603.830	6,933.994	7,280.676	7,462.694	7,644.710
Deputy Director of Planning	UG068	Asst DH	EX	36.284	38.099	40.004	42.004	44.104	45.206	46.309
<i>F002, F003, F013</i>				6,289.298	6,603.830	6,933.994	7,280.676	7,644.656	7,835.773	8,026.889
Deputy Director of Public Health Division	UG071	Asst DH	EX	39.027	40.979	43.029	45.180	47.439	48.625	49.811
<i>F002, F003, F013</i>				6,764.699	7,103.068	7,458.286	7,831.134	8,222.692	8,428.260	8,633.827
Deputy Director of Road/Bridge Services	UG067	Asst DH	EX	35.399	37.170	39.027	40.979	43.029	44.104	45.180
<i>F002, F003, F013</i>				6,135.859	6,442.741	6,764.699	7,103.068	7,458.286	7,644.742	7,831.200
Deputy Director of Social Services Division	UG071	Asst DH	EX	39.027	40.979	43.029	45.180	47.439	48.625	49.811
<i>F002, F003, F013</i>				6,764.699	7,103.068	7,458.286	7,831.134	8,222.692	8,428.260	8,633.827
Director of Public Health Division	UG077	Asst DH	EX	45.261	47.524	49.900	52.395	55.015	56.390	57.800
<i>F002, F003, F013</i>				7,845.178	8,237.437	8,649.308	9,081.774	9,535.863	9,774.260	10,018.617
Director of Social Services Division	UG077	Asst DH	EX	45.261	47.524	49.900	52.395	55.015	56.390	57.800
<i>F002, F003, F013</i>				7,845.178	8,237.437	8,649.308	9,081.774	9,535.863	9,774.260	10,018.617