

**RESOLUTION OF THE BOARD OF SUPERVISORS  
REGARDING CERTAIN TERMS AND CONDITIONS OF EMPLOYMENT FOR  
MEMBERS OF THE SISKIYOU COUNTY CONFIDENTIAL UNIT**

WHEREAS, upon adoption, this Resolution supersedes any and all prior adopted Confidential Unit 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 Confidential Unit classifications.

NOW, THEREFORE, BE IT RESOLVED:

**1. COMPENSATION**

Salary Adjustments

- a. Approved Current Salary table as of ~~March 17, 2020~~September 5, 2021 – Attachment A;
- b. 2.75% Salary increase effective May 3, 2020; ~~—see Attachment B; and~~
- c. 2.0% Salary increase effective May 2, 2021; ~~—see Attachment C.~~
- d. \$500 “Off Salary Schedule Pay” effective July 12, 2020.
- e. ~~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.~~  
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 premium, 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 member's 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 Act (PEHMCA).

**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. For the term of this resolution, employees covered by this resolution 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 employee's earnings statement for such purposes. In addition, the County shall make available to employees covered by this resolution, at the employee'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 paid short-term disability insurance program for employees covered by this resolution.

**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 monthly contribution will increase from \$150 to \$250 to the employee's designated deferred compensation program. The additional \$100 requires an employee match of \$100.

**4. HOLIDAYS AND PAID LEAVE**

- a. Holidays to be authorized in accordance with Personnel Policy, Section 7.2.
- b. Employees covered by this resolution shall be entitled to accrue and utilize vacation in accordance with County Personnel Policy Section 7.1 with the exception of the elimination of vacation balances and as outlined below. Employees starting their 11th year of continuous County service shall begin to accrue twenty (20) days of vacation annually.
- c. An employee may not accumulate more than 312 hours (thirty-nine (39) days) of vacation.
- d. Employees will be allowed to accrue above their vacation limit 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 last day of the first full pay period in January of the new calendar exceed the vacation maximum listed above shall not earn vacation until the vacation accrual is reduced to the limit allowed.
- e. The County agrees to a 24-hour maximum, voluntary annual vacation buy back, if requested by the employee during the last pay period of the year, only if vacation leave balances exceed 312 hours.

- f. Administrative Leave. Employees covered by this resolution will be entitled to a total of forty-eight (48) hours of administrative leave per calendar year. This amount is to be prorated for permanent part-time employees.

Employees hired or terminated during the calendar year shall receive Pro-rated 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.

- g. Sick Leave. Authorization shall be in accordance with County Personnel Policy, Section 7.9. Immediate family shall be defined in accordance with County Personnel Policy.
- h. Bereavement. Authorization 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 factors in accordance with the County's current CalPERS contract and CalPERS 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.

6. **IRS-125 PROGRAM**

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

7. **PROFESSIONAL LICENSE FEES**

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.

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/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/her representative. No adverse comment shall be entered into the employees 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 rebuttable 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 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/her personnel file in his/her absence, he/she shall, in writing, provide authorization for the review. Written authorization shall be provided to the County prior to the review.

9. **EMPLOYEE PERFORMANCE EVALUATIONS**

Employee Performance Evaluations shall be in accordance with County Personnel Policy, Section 3.6.

10. **TERM OF RESOLUTION**

The term of this resolution shall be effective this 21<sup>st</sup> day of April 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 ~~21<sup>st</sup>~~ 7<sup>th</sup> day of ~~April 2020~~ September 2021, by the Board of Supervisors of the County of Siskiyou by the following vote:

AYES:

NOES:

ABSENT:

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

ATTEST:  
Laura Bynum, County Clerk

By \_\_\_\_\_  
Deputy

ATTACHMENT A

Current Salary table for the Confidential Unit

JOB CLASSIFICATION	Range	MOU	Unit	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ASST COUNTY ADMINISTRATOR	70	Confidential	CO	EX	\$3,078.67	\$3,228.96	\$3,386.65	\$3,552.39	\$3,726.37	\$3,819.53	\$3,912.69
ASST COUNTY COUNSEL	191	Asst DH	UG	EX	\$5,263.13	\$5,526.29	\$5,802.61	\$6,092.74	\$6,397.37	\$6,557.31	\$6,721.24
ATTORNEY III-CONFIDENTIAL	64	Confidential	CO	EX	\$2,566.45	\$2,691.38	\$2,822.56	\$2,963.68	\$3,111.87	\$3,189.66	\$3,267.46
ATTORNEY IV-CONFIDENTIAL	75	Confidential	CO	EX	\$3,471.20	\$3,640.66	\$3,818.45	\$4,005.32	\$4,201.48	\$4,306.52	\$4,411.55
COUNTY ADMINISTRATIVE SUPPORT ASST	33	Confidential	CO	CO	\$15.84	\$16.59	\$17.39	\$18.20	\$19.07	\$19.53	\$20.02
DEPUTY COUNTY COUNSEL-NATURAL RESOURCES	71	Confidential	CO	EX	\$3,155.63	\$3,309.69	\$3,471.32	\$3,641.20	\$3,819.53	\$3,915.02	\$4,010.50
EXECUTIVE ASSISTANT /PARALEGAL	45	Confidential	CO	CO	\$20.63	\$21.66	\$22.75	\$23.89	\$25.08	\$25.71	\$26.35
EXECUTIVE ASSISTANT/LEGAL	45	Confidential	CO	CO	\$20.63	\$21.66	\$22.75	\$23.89	\$25.08	\$25.71	\$26.35
FISCAL ADMINISTRATOR	57	Confidential	CO	EX	\$2,173.67	\$2,278.94	\$2,389.51	\$2,505.54	\$2,630.82	\$2,696.59	\$2,762.36
LEGAL OFFICE COODINATOR-CONFIDENTIAL	42	Confidential	CO	CO	\$19.42	\$20.30	\$21.30	\$22.30	\$23.39	\$23.96	\$24.56
LEGAL RESEARCH ANALYST	55	Confidential	CO	EX	\$2,073.45	\$2,173.67	\$2,278.94	\$2,389.51	\$2,505.54	\$2,568.18	\$2,630.82
LEGAL SECRETARY-CONFIDENTIAL	30	Confidential	CO	CO	\$14.77	\$15.45	\$16.19	\$16.97	\$17.76	\$18.20	\$18.65
MANAGEMENT ANALYST II - CONFIDENTIAL	46	Confidential	CO	CO	\$21.00	\$21.98	\$23.05	\$24.17	\$25.33	\$25.97	\$26.59
PAYROLL MANAGER	49	Confidential	CO	EX	\$1,803.14	\$1,889.82	\$1,980.78	\$2,076.30	\$2,176.64	\$2,231.06	\$2,285.48
PAYROLL SPECIALIST	46	Confidential	CO	CO	\$21.00	\$21.98	\$23.05	\$24.17	\$25.33	\$25.97	\$26.59
PAYROLL/ACCOUNTING SUPERVISOR	56	Confidential	CO	EX	\$2,125.29	\$2,231.55	\$2,343.13	\$2,460.29	\$2,583.30	\$2,647.88	\$2,714.08
PERSONNEL ASSISTANT I	32	Confidential	CO	CO	\$15.45	\$16.19	\$16.97	\$17.76	\$18.60	\$19.06	\$19.52
PERSONNEL ASSISTANT II	36	Confidential	CO	CO	\$16.97	\$17.76	\$18.60	\$19.50	\$20.41	\$20.92	\$21.43
SENIOR LEGAL SECRETARY-CONFIDENTIAL	34	Confidential	CO	CO	\$16.19	\$16.97	\$17.76	\$18.60	\$19.50	\$20.00	\$20.47
SENIOR MANAGEMENT ANALYST	53	Confidential	CO	EX	\$1,977.93	\$2,073.45	\$2,173.67	\$2,278.94	\$2,389.51	\$2,449.24	\$2,508.98
SPECIAL COUNSEL	78	Confidential	CO	EX	\$3,738.10	\$3,925.01	\$4,121.26	\$4,327.32	\$4,543.68	\$4,657.28	\$4,773.71

ATTACHMENT B

Salary Table with 2.75% COLA effective May 3, 2020

JOB CLASSIFICATION	Range	MOU	Unit	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ASST COUNTY ADMINISTRATOR	70	Confidential	CO	EX	3163.32	3317.76	3479.79	3650.08	3828.84	3924.56	4020.29
ATTORNEY III-CONFIDENTIAL	64	Confidential	CO	EX	2637.03	2765.39	2900.18	3045.18	3197.44	3277.38	3357.32
ATTORNEY IV-CONFIDENTIAL	75	Confidential	CO	EX	3566.66	3740.77	3923.46	4115.46	4317.02	4424.95	4532.87
COUNTY ADMINISTRATIVE SUPPORT ASST	33	Confidential	CO	CO	16.28	17.05	17.87	18.70	19.59	20.07	20.57
DEPUTY COUNTY COUNSEL-NATURAL RESOURCES	71	Confidential	CO	EX	3242.41	3400.70	3566.78	3741.33	3924.56	4022.68	4120.79
EXECUTIVE ASSISTANT /PARALEGAL	45	Confidential	CO	CO	21.20	22.26	23.38	24.55	25.77	26.42	27.07
EXECUTIVE ASSISTANT/LEGAL	45	Confidential	CO	CO	21.20	22.26	23.38	24.55	25.77	26.42	27.07
FISCAL ADMINISTRATOR	57	Confidential	CO	EX	2233.45	2341.61	2455.22	2574.44	2703.17	2770.75	2838.32
LEGAL OFFICE COODINATOR-CONFIDENTIAL	42	Confidential	CO	CO	19.95	20.86	21.89	22.91	24.03	24.62	25.24
LEGAL RESEARCH ANALYST	55	Confidential	CO	EX	2130.47	2233.45	2341.61	2455.22	2574.44	2638.81	2703.17
LEGAL SECRETARY-CONFIDENTIAL	30	Confidential	CO	CO	15.18	15.87	16.64	17.44	18.25	18.70	19.16
MANAGEMENT ANALYST II - CONFIDENTIAL	46	Confidential	CO	CO	21.58	22.58	23.68	24.83	26.03	26.68	27.32
PAYROLL MANAGER	49	Confidential	CO	EX	1852.72	1941.79	2035.25	2133.40	2236.50	2292.41	2348.33
PAYROLL SPECIALIST	46	Confidential	CO	CO	21.58	22.58	23.68	24.83	26.03	26.68	27.32
PAYROLL/ACCOUNTING SUPERVISOR	56	Confidential	CO	EX	2183.73	2292.92	2407.56	2527.94	2654.34	2720.70	2788.72
PERSONNEL ASSISTANT I	32	Confidential	CO	CO	15.87	16.64	17.44	18.25	19.11	19.58	20.06
PERSONNEL ASSISTANT II	36	Confidential	CO	CO	17.44	18.25	19.11	20.04	20.97	21.50	22.02
SENIOR LEGAL SECRETARY-CONFIDENTIAL	34	Confidential	CO	CO	16.64	17.44	18.25	19.11	20.04	20.55	21.03
SENIOR MANAGEMENT ANALYST	53	Confidential	CO	EX	2032.33	2130.47	2233.45	2341.61	2455.22	2516.60	2577.98
SPECIAL COUNSEL	78	Confidential	CO	EX	3840.90	4032.94	4234.59	4446.32	4668.64	4785.35	4904.99



~~ATTACHMENT C~~

~~Salary Table with 2.00% COLA effective May 2, 2024~~

JOB CLASSIFICATION	Range	MOU	Unit	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ASST COUNTY ADMINISTRATOR	70	Confidential	CO	EX	3226.59	3384.11	3549.38	3723.08	3905.42	4003.06	4100.69
ATTORNEY III-CONFIDENTIAL	64	Confidential	CO	EX	2689.77	2820.70	2958.18	3106.09	3261.39	3342.93	3424.46
ATTORNEY IV-CONFIDENTIAL	75	Confidential	CO	EX	3637.99	3815.59	4001.93	4197.77	4403.36	4513.45	4623.53
COUNTY ADMINISTRATIVE SUPPORT ASST	33	Confidential	CO	CO	16.60	17.39	18.23	19.07	19.99	20.47	20.98
DEPUTY COUNTY COUNSEL-NATURAL RESOURCES	71	Confidential	CO	EX	3307.26	3468.72	3638.12	3816.16	4003.06	4103.13	4203.21
EXECUTIVE ASSISTANT /PARALEGAL	45	Confidential	CO	CO	21.62	22.70	23.84	25.04	26.29	26.95	27.62
EXECUTIVE ASSISTANT/LEGAL	45	Confidential	CO	CO	21.62	22.70	23.84	25.04	26.29	26.95	27.62
FISCAL ADMINISTRATOR	57	Confidential	CO	EX	2278.12	2388.44	2504.32	2625.93	2757.23	2826.16	2895.09
LEGAL OFFICE COODINATOR-CONFIDENTIAL	42	Confidential	CO	CO	20.35	21.28	22.32	23.37	24.51	25.11	25.74
LEGAL RESEARCH ANALYST	55	Confidential	CO	EX	2173.08	2278.12	2388.44	2504.32	2625.93	2691.58	2757.23
LEGAL SECRETARY-CONFIDENTIAL	30	Confidential	CO	CO	15.48	16.19	16.97	17.79	18.61	19.07	19.55
MANAGEMENT ANALYST II - CONFIDENTIAL	46	Confidential	CO	CO	22.01	23.04	24.16	25.33	26.55	27.22	27.87
PAYROLL MANAGER	49	Confidential	CO	EX	1889.78	1980.62	2075.96	2176.07	2281.23	2338.26	2395.29
PAYROLL SPECIALIST	46	Confidential	CO	CO	22.01	23.04	24.16	25.33	26.55	27.22	27.87
PAYROLL/ACCOUNTING SUPERVISOR	56	Confidential	CO	EX	2227.41	2338.78	2455.72	2578.50	2707.43	2775.11	2844.49
PERSONNEL ASSISTANT I	32	Confidential	CO	CO	16.19	16.97	17.79	18.61	19.49	19.98	20.46
PERSONNEL ASSISTANT II	36	Confidential	CO	CO	17.79	18.61	19.49	20.44	21.39	21.93	22.46
SENIOR LEGAL SECRETARY-CONFIDENTIAL	34	Confidential	CO	CO	16.97	17.79	18.61	19.49	20.44	20.96	21.45
SENIOR MANAGEMENT ANALYST	53	Confidential	CO	EX	2072.97	2173.08	2278.12	2388.44	2504.32	2566.93	2629.54
SPECIAL COUNSEL	78	Confidential	CO	EX	3917.72	4113.60	4319.28	4535.25	4762.01	4881.06	5003.09