**RESOLUTION OF THE BOARD OF SUPERVISORS**

**REGARDING CERTAIN TERMS AND CONDITIONS OF EMPLOYMENT FOR ASSISTANT DEPARTMENT HEADS**

WHEREAS, upon adoption, this Resolution supersedes all prior adopted resolutions; and

WHEREAS, the County is setting forth salary and certain terms and conditions of employment for Assistant Department Heads.

NOW THEREFORE, BE IT RESOLVED:

1. COMPENSATION
   1. The salary schedule consists of seven (7) steps, with five (5) percent (5.0%) between steps one (1) through five (5) and two and a half percent (2.5%) between steps five (5) through seven (7).
   2. Salaries are based upon merit; employees advance steps upon completion of a satisfactory performance evaluation.
2. RANGE ADJUSTMENTS

Effective April 2, 2023, the Assistant Public Defender and the Assistant District Attorney will be moved to Range UG128.

Effective April 2, 2023, the Undersheriff classification will be moved to Assistant Department Heads and placed at Range UG115.

1. UNIFORM ALLOWANCE (SHERIFF’S OFFICE)

Uniform Allowance – Employees required to wear uniforms will receive a uniform allowance of forty-four dollars ($44.00) per pay period for the purchase and maintenance of required uniforms.

1. INSURANCE
2. Health Insurance

Medical Insurance – The County contracts for employees and their dependents and retirees and their dependents’ medical insurance benefit plans through the CalPERS Public Employees Medical and Hospital Care Program.

|  |  |  |  |
| --- | --- | --- | --- |
| Tier | Medical Benefit | Cafeteria Plan Benefit | Total Benefit |
| Employee only | Note 1 | Note 2 | Note 3 |
| Employee plus one | Note 1 | Note 2 | Note 4 |
| Employee plus family | Note 1 | Note 2 | Note 5 |

Effective January 1, 2023, the County will contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

Note 1: The Medical Benefit is equal to the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit is equal to the difference between the Medical Benefit and the Total Benefit.

Note 3: The total benefit is equal to 90% of the Region 1 CalPERS Gold health plan plus 90% of the dental premium.

Note 4: The total benefit is equal to 90% of the Region 1 CalPERS Gold health plan plus 90% of the dental premium.

Note 5: The total benefit is equal to 90% of the Region 1 CalPERS Gold health plan plus 90% of the dental premium.

Effective January 1, 2024, the County will contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

Note 1: The Medical Benefit is equal to the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit is equal to the difference between the Medical Benefit and the Total Benefit.

Note 3: The total benefit is equal to 85% of the Region 1 CalPERS Gold health plan plus 85% of the dental premium.

Note 4: The total benefit is equal to 85% of the Region 1 CalPERS Gold health plan plus 85% of the dental premium.

Note 5: The total benefit is equal to 85% of the Region 1 CalPERS Gold health plan plus 85% of the dental premium.

1. Retiree Medical and Dental Insurance
   * 1. For employees hired prior to September 1, 2020, who maintain medical insurance through the County will receive reimbursement of insurance from the Auditor-Controller’s Office equal to one-half of the employee-only CalPERS Region 1 Platinum premium minus the MEC.
     2. For employees hired into County service after August 31, 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).
     3. Employees hired prior to January 1, 2022, who retired from the County may maintain dental insurance at a cost to the retiree of twenty-five dollars ($25.00) per month.
     4. Employees hired after December 31, 2021, who retired from the County may maintain dental insurance for the employee only at the cost of twenty-five dollars ($25.00) per month.
2. Vision Insurance

The County provides vision insurance for employees and their dependents.

1. Life Insurance

The County will provide employees with term life insurance in an amount equal to two times the gross annual salary. A certain portion of this premium paid by the County may be considered taxable income and will be reflected in the employees’ earnings statement for such purposes. Employees may, at their expense, purchase additional term life insurance coverage under the terms and conditions specified by the insurer.

1. Short-Term Disability Insurance

The County provides employees with Short-Term Disability insurance.

1. Long-Term Disability Insurance

The County provides employees with Long-Term disability insurance.

1. DEFERRED COMPENSATION
2. The County contributes seventy dollars ($70.00) per pay period to the employee’s designated deferred compensation program.
3. The County will match up to fifty dollars ($50.00) per pay period to the employee’s designated deferred compensation program.

4. PAID LEAVES

* 1. Vacation Accrual Limit

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

* 1. Administrative Leave

Employees accrue sixty (60) hours of administrative leave annually on January 1. Employees may cash out administrative leave; payment will be processed on the pay period following receipt of the request. Employees hired during the calendar year will receive prorated administrative leave hours, with the hours being rounded to the nearest one-third (4 months) of the year. Administrative leave must be used in the year it is accrued, or it will be forfeited on December 31.

1. RETIREMENT BENEFITS
2. Miscellaneous Member Retirement

Employees hired prior to November 2, 2012, will receive the 2% at 55 miscellaneous CalPERS formula with the one (1) year final average compensation period. These employees pay three and a half percent (3.5%) of the member contribution, on a pre-tax basis. The County will pay three and a half percent (3.5%) of the employee’s contribution to CalPERS.

Employees hired after November 1, 2012, who are not classified as new members will receive the 2% at 60 miscellaneous CalPERS formula with the three (3) year final average compensation period. These employees pay three and a half percent (3.5%) of the member contribution, on a pre-tax basis. The County will pay three and a half percent (3.5%) of the employee’s contribution to CalPERS.

Employees hired after December 31, 2012, who are classified as new members will receive the 2% at 62 miscellaneous CalPERS formula with the three (3) year final average compensation period. These employees pay one-half of the total normal cost as determined annually by CalPERS on a pre-tax basis.

All safety retirement formulas have the following optional CalPERS retirement benefits:

* Sick Leave Service Credit
* Military Service Credit § 21024
* Non-Industrial Disability Standard
* Post-Retirement Death Benefits:
  + $500 Lump Sum
* 2% Retirement COLA

1. Safety Member Retirement

Employees hired prior to February 5, 2012, receive the 3% at 50 safety CalPERS formula with the one (1) year final average compensation period. These employees pay four and a half percent (4.5%) of the member contribution on a pre-tax basis. The County pays four and a half percent (4.5%) of the employee’s contribution to CalPERS.

Employees hired after February 4, 2012, who are not classified as new members receive the 3% at 55 safety CalPERS formula with the three (3) year final average compensation period. These employees pay four and a half percent (4.5%) of the member contribution on a pre-tax basis. The County pays four and a half percent (4.5%) of the employee’s contribution to CalPERS.

Employees hired after December 31, 2012, who are classified as new members receive the 2.7% at 57 safety CalPERS formula with the three (3) year final average compensation period. These employees pay one-half of the total normal cost as determined annually by CalPERS on a pre-tax basis.

All safety retirement formulas have the following optional CalPERS retirement benefits:

* Sick Leave Service Credit
* Military Service Credit § 21024
* Non-Industrial Disability Standard
* Industrial Disability Standard
* Pre-Retirement Death Benefits:
  + 1959 Survivor Benefit Level 4
  + Special
* Post-Retirement Death Benefits:
  + $500 Lump Sum
  + Survivor Allowance (PRSA)
* 2% Retirement COLA

1. PROFESSIONAL LICENSE FEES

The County reimburses employees for County required professional licenses and bar fees. The County reimbursement will 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 Deputy County Administrator - Personnel and Risk Management Officer.

7. TERMS OF RESOLUTION

This resolution is effective April 2, 2023, and continues until a superseding Resolution is adopted by the Board of Supervisors.

PASSED AND ADOPTED this 21st day of March 2023 by the Board of Supervisors of the County of Siskiyou by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ed Valenzuela, Board Chair

Board of Supervisors

ATTEST:

Laura Bynum, County Clerk

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy