

**RESOLUTION OF THE BOARD OF SUPERVISORS
REGARDING CERTAIN TERMS AND CONDITIONS OF EMPLOYMENT
FOR THE ATTORNEY UNIT**

WHEREAS, upon adoption, the Board of Supervisors hereby recognize the Attorney Unit for the classifications contained herein;

WHEREAS, this resolution is effective October 29, 2023; and

WHEREAS, the County is setting forth salary and certain terms and conditions of employment for Attorney classifications.

NOW, THEREFORE, BE IT RESOLVED:

1. COMPENSATION

- a. The salary schedule consists of seven (7) steps. There is 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).
- b. Salaries are based upon merit. Employees advance steps upon completion of a satisfactory performance evaluation.
- c. Effective February 2, 2025, all classifications will receive a salary increase of three percent (3.0%).
- d. Effective February 1, 2026, all classifications will receive a salary increase of three percent (3.0%).

2. RANGE ADJUSTMENTS

Effective October 29, 2023, the following range adjustments will be made:

<u>Classification</u>	<u>Range</u>
Attorney I	AT077
Attorney I – Confidential	AT082
Attorney II	AT092
Attorney II – Confidential	AT097
Attorney III	AT107
Attorney III – Confidential	AT112
Attorney IV	AT122
Attorney IV – Confidential	AT127
Chief Deputy District Attorney	AT137
Chief Deputy County Counsel	AT142
Assistant Director of Child Support/Chief Attorney	AT137
Assistant District Attorney	AT147
Assistant Public Defender	AT147
Assistant County Counsel	AT162

3. BENCHMARK CLASSIFICATIONS

The Attorney IV – Confidential is the benchmark classification. The Attorney IV is benchmarked at five (5) ranges below the Attorney IV – Confidential classification. Subordinate classifications are benchmarked fifteen (15) ranges below the one above it.

Chief Deputy classifications are benchmarked fifteen (15) ranges above the applicable Attorney IV classification.

The Assistant Director of Child Support/Chief Attorney is benchmarked at fifteen (15) ranges above the Attorney IV.

The Assistant District Attorney and Assistant Public Defender is benchmarked at ten (10) ranges above the Chief Deputy District Attorney.

The Assistant County Counsel is benchmarked at twenty (20) ranges above the Chief Deputy County Counsel.

4. BILINGUAL PAY

Employees who are routinely and consistently required to speak a language other than English and who are able to do so fluently as determined by the County will receive Bilingual Premium of five percent (5.0%) of their base hourly rate of pay.

5. INSURANCE

a. Health Insurance

Medical Insurance – The County contracts for employees, dependents, 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 November 12, 2023, The County contributes 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 employee-only Region 1 CalPERS Gold health plan plus 90% of the dental premium.

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

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

Effective January 1, 2025, 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 employee-only Region 1 CalPERS Gold health plan plus 85% of the dental premium.

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

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

b. Retiree Medical and Dental Insurance

1. For employees hired before 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 is the minimum employer contribution required by CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA).
3. Employees hired before January 1, 2022, who retire 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 retire from the County may maintain dental insurance for the employee-only at a cost of twenty-five dollars (\$25.00) per month.

c. Vision Insurance

The County provides vision insurance for employees and their dependents.

d. Life Insurance

The County provides employees with term life insurance in an amount equal to two (2) times the gross annual salary. A portion of this premium paid by the County may be considered taxable income and will be reflected in the employee's earnings statement. Employees may, at their expense, purchase additional term life insurance coverage under the terms and conditions specified by the insurer.

e. Short-Term Disability Insurance

The County provides employees with Short-Term Disability Insurance. This benefit terminates on June 30, 2024.

f. Long-Term Disability Insurance

The County provides employees with Long-Term Disability Insurance. This benefit terminates on June 30, 2024.

g. State Disability Insurance

Effective January 1, 2024, the County will begin deducting State Disability Insurance (SDI) contributions from employees. Effective July 1, 2024, employees will be eligible for SDI.

6. DEFERRED COMPENSATION

- a. The County contributes seventy dollars (\$70.00) per pay period to the employee's designated deferred compensation program.
- b. If an employee contributes a minimum of fifty dollars (\$50.00) per pay to their deferred compensation account, the County will contribute an additional fifty dollars (\$50.00) per pay period to the employee's designated deferred compensation program.

7. PAID LEAVES

a. Vacation Accrual Limit

The maximum vacation accrual is 312 hours. Employees are 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.

b. Administrative Leave

Employees accrue sixty (60) hours of administrative leave annually on January 1. Administrative leave is prorated for permanent part-time employees. Employees may cash out administrative leave. Payment will be processed

during the pay period following receipt of the request. Employees hired during the calendar year receive prorated administrative leave hours, with the hours being rounded to the nearest one-third (4 months) of the year. Administrative leave is cashed out annually on the last paycheck in December.

8. Exempt Time

Employees may be required to or, of their own volition, perform work above and beyond the scope of duties normally expected of their positions during the usual forty (40) hours work week. For that reason, they may be allowed some flexibility in their working schedules. This flexibility of scheduling is intended to recognize extraordinary work performance and is not construed to constitute compensatory time off or overtime compensation. It will be implemented only in cases when the employee's additional work is clearly far beyond the normal scope of their duties and the amount of time provided in lieu of overtime in the form of Administrative Leave. The flexibility of scheduling is subject to the sole discretion of the Department Head.

Employees must utilize accrued sick leave or other accrued leave for absences, including partial day absences. Employees who have no accrued benefit time and want to take a partial day's absence will not be paid for the absence. As an exception, the employee's Department Head may authorize "exempt time", where the Department Head determines the employee worked an excessive number of hours during that quarter (three (3) month period) prior to the exempt time being authorized. This exempt time must be used within ninety (90) calendar days of the excessive hours being worked. It is anticipated that excessive work will be associated with emergencies and extenuating circumstances.

In instances where an employee is on an approved Family Medical Leave/Short-Term Disability, and the employee has exhausted their accrued leave, the employee may be placed in an unpaid status for any time not worked. This unpaid status would include any reduced work schedules or partial day absence while the employee is out on an approved Family Medical Leave/short-term disability leave.

9. RETIREMENT BENEFITS

Miscellaneous Member Retirement

Employees hired prior to November 2, 2012, receive the 2% at 55 miscellaneous CalPERS formula with the one (1) year final average compensation period. These employees pay seven percent (7.0%) of the member contribution, on a pre-tax basis.

Employees hired after November 1, 2012, who are not classified as new members receive the 2% at 60 miscellaneous CalPERS formula with the three-year final average compensation period. These employees pay seven percent (7.0%) of the member contribution, on a pre-tax basis.

Employees hired after December 31, 2012, who are classified as new members receive the 2% at 62 miscellaneous CalPERS formula with the three-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.

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

10. TUITION REIMBURSEMENT

Employees will be reimbursed for the cost of books and tuition for pre-approved classes, courses, seminars, and conferences that enhance their job skills or qualifications for promotion or transfer, up to a maximum of \$500.00 per fiscal year. To be eligible for reimbursement, classes must be attended outside of the employee's regular work hours.

11. PROFESSIONAL LICENSE FEES

The County reimburses employees for County-required professional license fees. The County reimbursement covers licenses/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.

12. TERM OF RESOLUTION

The term of this resolution is through January 31, 2027, or until the Board of Supervisors adopts a superseding Resolution.

PASSED AND ADOPTED this 3rd day of October 2023 by the Board of Supervisors of the County of Siskiyou by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ed Valenzuela, Chair
Board of Supervisors

ATTEST:

Laura Bynum, County Clerk

By _____
Deputy