Preamble

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

   a. 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).

   b. Salaries are based upon merit; employees advance steps upon completion of a satisfactory performance evaluation.

   c. Effective December 24, 2023, all classifications will receive a salary increase of three percent (3.0%). See Attachment A

   d. Effective December 22, 2024, all classifications will receive a salary increase of three percent (3.0%). See Attachment A.

   e. Effective December 21, 2025, all classifications will receive a salary increase of three percent (3.0%). See Attachment A.

   f. Employees who are assigned by the County Administrator to provide administrative oversight of another department or commission for a minimum period of three (3) consecutive weeks will receive Additional Unit Pay in the amount of two and a half percent (2.5%) of their base salary for the duration of the assignment.

   g. An employee who is assigned to be on standby will receive fifty-five dollars ($55.00) per standby shift. While on standby employees will remain within fifteen (15) minutes of their residence or at a location approved by their Department Head or designee and able to respond to duty within fifteen (15) minutes of being called to work.

   h. Employees who refer a new employee for County employment will receive a referral bonus of $500 once the referred employee satisfactorily completes their probationary period or if they are exempt from a probationary period completion of twenty-six (26) pay periods of County service.

i. New employees who are employed after March 21, 2023, will receive a signing bonus of $500 once they satisfactorily complete their probationary period or if they are exempt from a probationary period completion of twenty-six pay periods of County service.

The referral and signing bonus policy expires on December 31, 2024.

2. Range Adjustments

Effective December 24, 2023, miscellaneous classifications, except for the following, will receive a four (4) range adjustment, and safety classifications will receive a five (5) range adjustment:

Assistant Tax Collector/Treasurer
Deputy CAO-Personnel and Risk Management Officer
Deputy CAO-Policy Procurement and Natural Resources Officer
Deputy Director of Building
Deputy Director of General Services
Deputy Director of Planning
Director of Public Health Division Insurance

3. Benchmark Classifications

Benchmark classification salaries are set based on a benchmark classification and do not receive salary increases or range adjustments under this Resolution.

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. Insurance

a. Health 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.

The County contributes up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits.

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

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.

b. 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.

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 certain of this premium paid by the County may be considered taxable income and is reflected in the employees' 3 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.

e. Short-Term Disability Insurance

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

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.

5. 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.

6. 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. 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 will receive prorated administrative leave hours, with the 4 hours being rounded to the nearest one-third (4 months) of the year. Administrative leave will be cashed out annually on the final paycheck in December.

7. Retirement Benefits

   a. Miscellaneous Member Retirement

   Employees hired before 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

   b. Safety Member Retirement

   Employees hired before February 5, 2012, receive the 3% at 50 safety CalPERS formula with the one (1) year final average compensation period. These employees pay nine percent (9.0%) of the member contribution, on a pre-tax basis.

   Employees hired after February 4, 2012, who are not classified as new members receive the 3% at 55 safety CalPERS formula with the three-year final average compensation period. These employees pay nine percent (9.0%) of the member contribution, on a pre-tax basis.

Employees hired after December 31, 2012, who are classified as new members receive the 2.7% at 57 safety CalPERS formula with the three-year final 5 average compensation period. These employees pay one-half of the total normal cost as determined annually by CalPERS on a pre-tax basis.

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

8. 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.

9. Term

This resolution is effective July 5, 2026, and continues until a superseding Resolution is adopted by the Board of Supervisors.

PASSED AND ADOPTED this 7th day of July 2026 by the Board of Supervisors of the County of Siskiyou by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Ray A. Haupt, Board Chair
Board of Supervisors

ATTEST:
Laura Bynum, County Clerk

By:________________________
Deputy