

**RESOLUTION OF THE BOARD OF SUPERVISORS
REGARDING CERTAIN TERMS AND CONDITIONS OF EMPLOYMENT FOR
APPOINTED DEPARTMENT HEADS**

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

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

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 December 24, 2023, all classifications will receive a salary increase of three percent (3.0%).
- d. Effective December 22, 2024, all classifications will receive a salary increase of three percent (3.0%).
- e. Effective December 21, 2025, all classifications will receive a salary increase of three percent (3.0%).
- 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. 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.

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. BENCHMARK CLASSIFICATIONS

The top step of the Appointed Department Head classifications are benchmarked at least fifteen percent (15%) above the top step of their immediate subordinate Assistant or Deputy classification.

3. RANGE ADJUSTMENTS

Effective December 24, 2023, miscellaneous classifications, except for the Director of Emergency Services, and the Director of Public Works, will receive a four (4) range adjustment.

Effective December 24, 2023, the Chief Probation Officer will receive a five (5) range adjustment.

4. INSURANCE

a. Health Insurance

Medical Insurance – The County contracts for employees, 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 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).
5. 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.
6. 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 is reflected in the employee's 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

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.

3. DEFERRED COMPENSATION

- a. The County contributes two hundred dollars (\$200.00) 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.

4. PAID LEAVES

a. 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.

b. Administrative Leave

Employees accrue eighty (80) 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 will be cashed out annually on the last paycheck in December.

5. 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 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 COLA

6. 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.

7. AT-WILL STATUS

Appointed Department Heads are considered At-Will (except as dictated by the County or Government code).

8. TERM OF RESOLUTION

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:

Ray A. Haupt, Chair
Board of Supervisors

ATTEST:
Laura Bynum, County Clerk

By _____
Deputy