

**I. BENEFITS FOR MANAGEMENT, EXEMPT, AND UNREPRESENTED EMPLOYEES**

**1. Leaves With and Without Pay**

1.10 Holidays: The County will observe the following holidays during the term covered by this Resolution:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Such other days as the Board of Supervisors may designate by Resolution as holidays.

Any holiday observed by the County that falls on a Saturday is observed on the preceding Friday and any holiday that falls on a Sunday is observed on the following Monday.

For employees who work in twenty-four (24) hour facilities and who may be assigned to work on a holiday, any holiday that falls on a Saturday will be observed on a Saturday, and any holiday that falls on a Sunday will be observed on a Sunday.

1.11 Definitions:

Regular Work Schedule: The regular work schedule is eight (8) hours per day, Monday through Friday, inclusive, for a total of forty (40) hours per week.

Flexible Work Schedule: A flexible work schedule is any schedule that is not a regular, alternate, 9/80, or 4/10 work schedule and where the employee is not scheduled to work more than 40 hours in a "workweek" as defined below.

Alternate Work Schedule: An alternate work schedule is any work schedule where the employee is regularly scheduled to work five (5) days per week, but the employee's regularly scheduled days off are NOT Saturday and Sunday.

4/10 Work Schedule: A 4/10 work schedule is four (4) ten hour days in a seven (7) day period, for a total of forty (40) hours per week.

9/80 Work Schedule: A 9/80 work schedule is where an employee works a recurring schedule of thirty six (36) hours in one calendar week and forty four (44) hours in the next calendar week, but only forty (40) hours in the designated workweek. In the thirty six hour (36) calendar week, the

employee works four (4) nine (9) hour days and has the same day of the week off that is worked for eight (8) hours in the forty four (44) hour calendar week. In the forty four (44) hour calendar week, the employee works four (4) nine (9) hour days and one eight (8) hour day. Requirements for the evaluation, authorization, and implementation of 9/80 work schedules are set forth in Administrative Bulletin 435.

Workweek for Employees on Regular, Flexible, Alternate, and 4/10 Schedules: For employees on regular, flexible, alternate, and 4/10 schedules, the workweek begins at 12:01 a.m. on Monday and ends at 12 midnight on Sunday. For employees who work in a twenty-four (24) hour facility in the Contra Costa Regional Medical Center and who are not on a 9/80 work schedule, the workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight on Saturday.

Workweek for Employees on a 9/80 Schedule: The 9/80 workweek begins on the same day of the week as the employee's eight (8) hour work day and regularly scheduled 9/80 day off. The start time of the workweek is four (4) hours and one (1) minute after the start time of the eight (8) hour work day. The end time of the workweek is four (4) hours after the start time of the eight (8) hour work day. The result is a workweek that is a fixed and regularly recurring period of seven (7) consecutive twenty four (24) hour periods (168 hours).

- 1.12 Holidays Observed: Employees are entitled to observe a holiday (day off work), without a reduction in pay, whenever a holiday is observed by the County.
- 1.13 Holidays - Flexible, Alternate, 9/80, and 4/10 Work Schedules: When a holiday falls on the regularly scheduled day off of any employee who is on a flexible, alternate, 9/80, or 4/10 work schedule, the employee is entitled to take the day off, without a reduction in pay, in recognition of the holiday. These employees are entitled to request another day off in recognition of their regularly scheduled day off. The requested day off must be within the same month and workweek as the holiday and it must be pre-approved by the employee's supervisor. If the day off is not approved by the supervisor, it is lost. If the approved day off is a nine (9) hour workday, the employee must use one (1) hour of non-sick-leave accruals. If the approved day off is a ten (10) hour workday, the employee must use two (2) hours of non-sick-leave accruals. If the employee does not have any non-sick-leave accrual balances, leave without pay (AWOP) will be authorized.
- 1.14 Holiday Observed - Part-Time Employees: When a holiday is observed by the County, each part-time employee is entitled to observe the holiday in the same ratio as his/her number of position hours bears to forty (40) hours, multiplied by 8 hours, without a reduction in pay. For example, a part-time

employee whose position hours are 24 per week is entitled to 4.8 hours off work on a holiday (24/40 multiplied by 8=4.8). Hereafter, the number of hours produced by this calculation will be referred to as the “part-time employee’s holiday hours.”

When the number of hours in a part-time employee’s scheduled work day that falls on a holiday (“scheduled work hours”) is less than the employee’s part-time employee’s holiday hours, the employee also is entitled to receive flexible pay at the rate of one (1.0) times his/her base rate of pay (not including differentials) for the difference between the employee’s scheduled work hours and the employee’s part-time employee’s holiday hours.

When the number of hours in a part-time employee’s scheduled work day that falls on a holiday (scheduled work hours) is more than the employee’s part-time employee’s holiday hours, the employee must use non-sick leave accruals for the difference between the employee’s scheduled work hours and the employee’s part-time employee’s holiday hours. If the employee does not have any non-sick leave accrual balances, leave without pay (AWOP) will be authorized.

- 1.15 No County Overtime Pay, Holiday Pay, or Comp Time: Unrepresented, management, and exempt employees are not entitled to receive County overtime pay, holiday pay, overtime compensatory time, or holiday compensatory time. Employees who are unable or not permitted to observe a holiday (take the day off), are authorized to receive overtime pay ONLY IF the employee is on the Overtime Exempt Exclusion List (see Section 11). The prohibition against County overtime pay in this section does not preclude payment of FLSA overtime to eligible employees as required by law.
- 1.16 Personal Holiday Credit: Employees are entitled to accrue two (2) hours of personal holiday credit each month. This time is prorated for part time employees. No employee may accrue more than forty (40) hours of personal holiday credit. On separation from County service, employees are paid for any unused personal holiday credit hours at the employee’s then current rate of pay, up to a maximum of forty (40) hours.
- 1.17 Vacation: Employees are entitled to accrue paid vacation credit not to exceed the maximum cumulative hours as follows:

<u>Length of Service</u>	<u>Monthly Accrual Hours</u>	<u>Maximum Cumulative Hours</u>
Under 11 years	10	240
11 years	10-2/3	256

12 years	11-1/3	272
13 years	12	288
14 years	12-2/3	304
15 through 19 years	13-1/3	320
20 through 24 years	16-2/3	400
25 through 29 years	20	480
30 years and up	23-1/3	560

However, for the Director of Employment and Human Services (job code XAA2, County Welfare Director) only, the monthly accrual amount is 12 hours for the first 13 years of County service and the maximum cumulative hours is 240 for the first 11 years of County service. Thereafter, the Director is subject to the maximums set forth in the above chart.

Each employee is eligible to accrue increased vacation hours on the first day of the month following the employee's Service Award Date.

An employee's Service Award Date is the first day of his/her temporary, provisional, or permanent appointment to a position in the County. If an employee is first appointed to a temporary or provisional position and then later appointed to a permanent position, the Service Award Date for that employee is the date of the first day of the temporary or provisional appointment.

- 1.18 Sick Leave: Employees are entitled to accrue paid sick leave credit in accordance with the provisions of the County Salary Regulations and Administrative Bulletin No. 411.8 (Sick Leave Policy) as periodically amended.
- 1.19 Part-Time Employees: Part-time employees are entitled to accrue paid vacation and sick leave credit on a pro-rata basis.
- 1.20 Family Care Leave: The provisions of Section 1006.3 of the Personnel Management Regulations and Resolution No. 94/416, as amended, relating to Leaves of Absence and Family Care Medical Leave apply to all employees covered by this Resolution, except that such employees are not entitled to Family Care or Medical Leave on a calendar year basis. Instead, such employees are entitled to at least eighteen (18) weeks of leave in a "rolling" twelve (12) month period, which period is to be measured backward from the date the employee uses FMLA leave. Upon the birth or adoption of a child, an employee eligible for baby-bonding leave pursuant to the California Family Rights Act may use sick leave credits for such baby-bonding leave.

- 1.21 Leave Without Pay - Use of Accruals: The provisions of Section 1006.6 of the Personnel Management Regulations, as amended, relating to the use of accruals while on leave without pay, apply to all employees covered by this Resolution.
- 1.22 Accrual Usage Reporting: Employees must report the use of accruals in one minute increments.

## **2. Health, Dental, and Related Benefits**

### 2.10 Application:

- a. Employees in classifications who receive health care coverage from County Plans: The following Sections apply to employees in classifications covered by this Resolution who receive health care coverage from County Plans and do not receive health plan coverage through CalPERS: Section 2.11 "Health Plan Coverages," Section 2.12, "Monthly Premium Subsidy," Section 2.12.1 "Medical Plan Cost-Sharing on and after January 1, 2016," Section 2.13 "Retirement Coverage," Section 2.14 "Layoff and Other Loss of Coverage," Section 2.15 "Health Plan Coverages and Provisions," and Section 2.16 "Family Member Eligibility Criteria."
- b. Employees in classifications who receive health care coverage from CalPERS: The following Sections apply to employees in the classifications listed in Exhibit E: Section 2.17 "CalPERS Controls," Section 2.18 "Contra Costa Health Plan (CCHP)," Section 2.19 "CalPERS Health Plan Monthly Premium Subsidy," Section 2.20 "CalPERS Retirement Coverage," Section 2.21 "CalPERS Premium Payments," and Section 2.22 "Dental Plan - CalPERS Participants."
- c. General provisions: The following Sections apply to employees in all the classifications covered by this Resolution: Section 2.23 "Dual Coverage," Section 2.24 "Life Insurance Benefit Under Health and Dental Plans," Section 2.25 "Supplemental Life Insurance," Section 2.26 "Catastrophic Leave Bank," Section 2.27 "Health Care Spending Account," Sections 2.28 "PERS Long-Term Care," Section 2.29 "Dependent Care Assistance Program," Section 2.30 "Premium Conversion Plan," Section 2.31 "Voluntary Vision Plan," Section 2.32 "Prevailing Section," and Section 2.33 "Health Benefit Access for Employees Not Otherwise Covered."

### **2.A. Employees In Classifications Who Receive Medical & Dental Coverage From County Plans**

#### 2.11 Health Plan Coverages:

- a. The County will provide the medical and dental coverage for Management, Exempt, and Unrepresented employees and for their eligible family members, expressed in one of the Medical Plan contracts and one of the Dental Plan contracts between the County and the following providers:
  1. Contra Costa Health Plans (CCHP)
  2. Kaiser Permanente Health Plan
  3. Health Net
  4. Delta Dental

Medical Plans:

The employees will have access to the following medical plans:

1. CCHP Plan A & Plan B
  2. Kaiser Permanente Plan A & Plan B
  3. Health Net HMO Plan A & Plan B
  4. Health Net PPO Plan A
  5. Kaiser High Deductible Health Plan
- b. In the event that one of the medical plans listed above meets the criteria for a high cost employer-sponsored health plan that may be subject to an excise penalty (a.k.a. Cadillac Tax) under the federal Patient Protection and Affordable Care Act ("ACA") (42 U.S.C. § 18081), such plan(s) will be eliminated for all employees. In the event that the Joint Labor Management Benefits Committee (JLMBC) and the County agree to replace any of the providers or plans listed above with an alternate provider or plan, the replacement plan will be available for the employees on the same date that the replacement plan is available for members of the JLMBC.

2.12 Monthly Premium Subsidy:

- a. The monthly premium subsidy in effect on January 1, 2015, for each medical and/or dental plan, is a set dollar amount and is not a percentage of the premium charged by the plan. The County will pay the following monthly premium subsidy:

<b>Health &amp; Dental Plans</b>	<b>Employee</b>	<b>Employee +1 Dependent</b>	<b>Employee +2 or More Dependents</b>
Contra Costa Health Plans (CCHP), Plan A	\$509.92	\$1,214.90	\$1,214.90
Contra Costa Health Plans (CCHP), Plan B	\$528.50	\$1,255.79	\$1,255.79
Kaiser Permanente Health Plans	\$478.91	\$1,115.84	\$1,115.84
Health Net HMO Plans	\$627.79	\$1,540.02	\$1,540.02
Health Net PPO Plans	\$604.60	\$1,436.25	\$1,436.25
Kaiser High Deductible Health Plan	\$478.91	\$1,115.84	\$1,115.84
Delta Dental PPO with CCHP A or B	\$41.17	\$93.00	\$93.00
Delta Dental PPO with Kaiser or Health Net	\$34.02	\$76.77	\$76.77
Delta Dental PPO without a Health Plan	\$43.35	\$97.81	\$97.81
DeltaCare HMO with CCHP A or B	\$25.41	\$54.91	\$54.91
DeltaCare HMO with Kaiser or Health Net	\$21.31	\$46.05	\$46.05
DeltaCare HMO without a Health Plan	\$27.31	\$59.03	\$59.03

- b. If the County contracts with a medical or dental plan that is not listed above, the County will determine the monthly dollar premium subsidy that it will pay to that health plan for employees and their eligible family members.
- c. In the event that the County premium subsidy amounts are greater than one hundred percent (100%) of the applicable premium of any medical or dental plan, for any plan year, the County's contribution will not exceed one hundred percent (100%) of the applicable plan premium.

**2.12.1 Medical Plan Cost Sharing for Active Employees on and after January 1, 2019**

- a. Medical Plan Cost-Sharing for Active Employees for the 2019 Plan Year. For active employees for the plan year that begins on January 1, 2019, the County will pay the monthly premium subsidy for medical plans, stated below:

<b>Medical Plans</b>	<b>Employee</b>	<b>Employee +1 Dependent</b>	<b>Employee +2 or More Dependents</b>
Contra Costa Health Plans (CCHP), Plan A	\$641.65	\$1,271.99	\$1,980.17
Contra Costa Health Plans (CCHP), Plan B	\$672.58	\$1,314.95	\$2,106.48
Kaiser Permanente Health Plan A	\$600.00	\$1,200.00	\$1,825.00
Kaiser Permanente Health Plan B	\$600.00	\$1,200.00	\$1,825.00
Health Net HMO Plan A	\$986.18	\$1,765.02	\$3,230.62
Health Net HMO Plan B	\$882.34	\$1,720.86	\$2,721.74
Health Net PPO Plan A	\$1,226.79	\$2,109.72	\$4,251.97
Kaiser High Deductible Health Plan	\$559.68	\$1,119.36	\$1,679.04

- b. Medical Plan Cost-Sharing for Active Employees on and after January 1, 2020.

1. For active employees for the plan year that begins on January 1, 2020, the County will move to a percentage-based cost sharing approach for medical care premium subsidies. The County will pay seventy-five percent (75%) of the total medical plan premium for the Employee and Employee + 1 Dependent tiers of the second lowest priced non-deductible HMO plan. The County will pay seventy-six and one half percent (76.5%) of the total medical plan premium for the Employee + 2 or more Dependents tier of the second lowest price non-deductible HMO plan. These annual calculated dollar amounts will be applied to all plans and tiers as described.
2. For active employees for the plan year that begins on January 1, 2021, the County will pay seventy-eight and one half percent (78.5%) of the total medical plan premium for each tier of the second lowest priced non-deductible HMO plan. This annual calculated amount will be applied to all plans and tiers, except Kaiser Permanente Health Plan B.
3. For active employees for the plan year that begins on January 1, 2022, and each year thereafter, the County will pay eighty percent (80%) of the total medical plan premium for each tier of the second lowest priced non-deductible HMO plan. This annual calculated amount will be applied to all plans and tiers, except Kaiser Permanente Health Plan B.
4. For active employees for the plan year that begins on January 1, 2021, and each year thereafter, for the Kaiser Permanente Health Plan B, employees will pay at least the following share of the total medical plan premium:

<b>Kaiser Permanente Health Plan B</b>	<b>Employee Monthly Premium Cost</b>
Employee	\$20.00
Employee +1 Dependent	\$40.00
Employee + 2 or More Dependents	\$60.00

5. In the event of a reduction in the premium for the second lowest priced non-deductible HMO plan, the County will pay the premium subsidy for medical plans that the County paid in the previous plan year.

2.13 Retirement Coverage:

a. Upon Retirement:

1. Upon retirement and for the term of this resolution, eligible employees and their eligible family members may remain in their County



health/dental plan, but without County-paid life insurance coverage, if immediately before their proposed retirement the employees and dependents are either active subscribers to one of the County contracted health/dental plans or if while on authorized leave of absence without pay, they have retained continuous coverage during the leave period. The County will pay the health/dental plan monthly premium subsidies set forth in Section 2.12, subsection (a) for eligible retirees and their eligible family members.

2. Any person who becomes age 65 on or after January 1, 2009 and who is eligible for Medicare must immediately enroll in Medicare Parts A and B.
  3. For employees hired on or after January 1, 2009 and their eligible family members, no monthly premium subsidy will be paid by the County for any health or dental plan after they separate from County employment. However, any such eligible employee who retires under the Contra Costa County Employees' Retirement Association ("CCCERA") may retain continuous coverage of a county health and/or dental plan provided that (i) he or she begins to receive a monthly retirement allowance from CCCERA within 120 days of separation from County employment and (ii) he or she pays the full premium cost under the health and/or dental plan without any County premium subsidy. This provision does not apply to any member of the Board of Supervisors who was a County employee when elected to the Board of Supervisors with a County employee hire date that is earlier than January 1, 2009.
  4. If an employee was eligible for a retiree health/dental plan monthly premium subsidy from the County immediately prior to entering into an unrepresented classification (no break in service), the employee will be deemed covered by section 2.13 subsection (a) (1), above.
- b. Employees Who File For Deferred Retirement: Employees, who resign and file for a deferred retirement and their eligible family members, may continue in their County group health and/or dental plan under the following conditions and limitations.
1. Health and dental coverage during the deferred retirement period is totally at the expense of the employee, without any County contributions.
  2. Life insurance coverage is not included.
  3. To continue health and dental coverage, the employee must:

- i. be qualified for a deferred retirement under the 1937 Retirement Act provisions;
  - ii. be an active member of a County group health and/or dental plan at the time of filing their deferred retirement application and elect to continue plan benefits;
  - iii. be eligible for a monthly allowance from the Retirement System and direct receipt of a monthly allowance within twenty-four (24) months of application for deferred retirement; and
  - iv. file an election to defer retirement and to continue health benefits hereunder with the County Benefits Division within thirty (30) days before separation from County service.
4. Deferred retirees who elect continued health benefits hereunder and their eligible family members may maintain continuous membership in their County health and/or dental plan group during the period of deferred retirement by paying the full premium for health and dental coverage on or before the 10<sup>th</sup> of each month, to the Contra Costa County Human Resources Department-Employee Benefits Division. When the deferred retirees begin to receive retirement benefits, they will qualify for the same health and/or dental coverage pursuant to subsection (a) above, as similarly situated retirees who did not defer retirement.
5. Deferred retirees may elect retiree health benefits hereunder without electing to maintain participation in their County health and/or dental plan during their deferred retirement period. When they begin to receive retirement benefits, they will qualify for the same health and/or dental coverage pursuant to subsection (a) above, as similarly situated retirees who did not defer retirement, provided reinstatement to a County group health and/or dental plan will only occur following a three (3) full calendar month waiting period after the month in which their retirement allowance commences.
6. Employees who elect deferred retirement will not be eligible in any event for County health and/or dental plan subvention unless the member draws a monthly retirement allowance within twenty-four (24) months after separation from County service.
7. Deferred retirees and their eligible family members are required to meet the same eligibility provisions for retiree health/dental coverage as similarly situated retirees who did not defer retirement.
8. This subsection (b) "Employees Who File for Deferred Retirement"

does not apply to any employee in any classification listed in Exhibit E.

- c. Employees Hired After December 31, 2006 - Eligibility for Retiree Health Coverage: Employees hired after December 31, 2006 are eligible for retiree health/dental coverage pursuant to subsections (a) and (b), above, upon completion of fifteen (15) years of service as an employee of Contra Costa County. For purposes of retiree health eligibility, one year of service is defined as one thousand (1,000) hours worked within one anniversary year. The existing method of crediting service while an employee is on an approved leave of absence will continue for the duration of this Resolution.
- d. Subject to the provisions of Section 2.13, subsections (a), (b), and (c), and upon retirement and for the term of this resolution, the following employees (and their eligible family members) are eligible to receive a monthly premium subsidy for health and dental plans or are eligible to retain continuous coverage of such plans: County Elected and Appointed Department Heads, Management Employees, Exempt Employees, Unrepresented Employees, and each employee who retired from a position or classification that was unrepresented at the time of his or her retirement.
- e. For purposes of this Section 2.13 only, "eligible family members" does not include Survivors of employees or retirees.

2.14 Layoff and Other Loss of Coverage:

- a. If a married couple works for the County and one (1) spouse is laid off, the remaining employee, if eligible, will be allowed to enroll or transfer into the health and/or dental coverage combination of his/her choice.
- b. An eligible employee who loses medical or dental coverage through a spouse or partner not employed by the County will be allowed to enroll or transfer into the County health and/or dental plan of his/her choice within thirty (30) days of the date coverage is no longer afforded under the spouse's plan.

2.15 Health Plan Coverages and Provisions: The following provisions are applicable to County Health and Dental Plan participation:

- a. Health, Dental and Life Participation by Other Employees: Except as provided in Section 2.33 "Health Benefit Access for Employees Not Otherwise Covered," Section 2, "Health, Dental, and Related Benefits" does not apply to employees who work less than twenty (20) hours per week.

- b. Employee Contribution Deficiencies: The County's contributions to the Health Plan and/or Dental Plan premiums are payable for any month in which the employee is paid. If an employee's compensation in any month is not sufficient to pay the employee share of the premium, the employee must make up the difference by remitting the unpaid amount to the Auditor-Controller. The responsibility for this payment rests solely with the employee.
- c. Leave of Absence: The County will continue to pay the County shares of health and/or dental plan premiums for enrolled employees who are on an approved paid or unpaid leave of absence for a period of thirty (30) days or more provided the employee's share of the premiums is paid by the employee.
- d. Coverage Upon Separation: An employee who separates from County employment is covered by his/her County health and/or dental plan through the last day of the month in which he/she separates. Employees who separate from County employment may continue group health and/or dental plan coverage to the extent provided by the COBRA laws and regulations.
- e. Health Savings Account:
  - 1. Beginning no earlier than the 2017 plan year, active permanent full-time and active permanent part-time employees who are enrolled in the Kaiser High Deductible Health Plan may elect to enroll in a Health Savings Account (HSA). Employees may contribute up to the maximum annual contribution rate for HSAs as set forth in the United States Internal Revenue Code. Funds contributed to the HSA are invested as directed by the employee. The County does not provide any recommendations or advice on investment or use of HSA funds. Employees are responsible for paying any HSA account management fees charged by the HSA administrator. The County does not manage or administer the HSA. The HSA is not available to temporary or permanent-intermittent employees.
  - 2. For the 2019 Plan Year, the County will make a one-time contribution of five hundred dollars (\$500) into the HSA for active employees employed as of January 1, 2019, who are enrolled in the Kaiser Permanente High Deductible Health Plan for the 2019 plan year and who have an HSA. The contribution will be made with the February 10, 2019 pay.
  - 3. For the 2020 Plan Year and each year thereafter, the County will contribute six hundred and twenty-five dollars (\$625) annually into the HSA for active employees employed as of January 1 who are enrolled

in the Kaiser Permanente High Deductible Health Plan and have an HSA. The contribution will be made with the February 10 pay for the plan year.

2.16 Family Member Eligibility Criteria: The following persons may be enrolled as the eligible Family Members of a medical and/or dental plan Subscriber:

a. Health Insurance

1. Eligible Dependents:

- i. Employee's legal spouse
- ii. Employee's qualified domestic partner
- iii. Employee's child to age 26
- iv. Employee's disabled child who is over age 26, unmarried, and incapable of sustaining employment due to a physical or mental disability that existed prior to the child's attainment of age 19.

2. "Employee's child" includes natural child, step-child, adopted child, child of a qualified domestic partner, and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

b. Dental Insurance

1. Eligible Dependents – All dental plans:

- i. Employee's legal spouse
- ii. Employee's qualified domestic partner
- iii. Employee's disabled child who is over age 19, unmarried, and incapable of sustaining employment due to a physical or mental disability that existed prior to the child's attainment of age 19.

2. Delta Dental PPO Only – Employee's unmarried child who is:

- i. Under age 19; or
- ii. Age 19, or above, but under age 24; and
  - A. Resides with the Employee for more than 50% of the year excluding time living at school; and,
  - B. Receives at least 50% of support from Employee; and
  - C. Is enrolled and attends school on a full-time basis, as defined by the School.

3. Delta Care HMO Only – Employee's Child to age 26.

4. "Employee's child" includes natural child, step-child, adopted child, child of a qualified domestic partner, and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

**2.B. Employees In Classifications Who Receive Health Care Coverage From CalPERS**

- 2.17 CalPERS Controls: The CalPERS health care program, as regulated by the Public Employees' Medical and Hospital Care Act (PEMHCA), regulations issued pursuant to PEMHCA, and the administration of PEMHCA by CalPERS, controls on all medical plan issues for employees who receive medical care coverage from CalPERS, including, but not limited to, eligibility, benefit plans, benefit levels, minimum premium subsidies, and costs.
- 2.18 Contra Costa Health Plan (CCHP): Because CCHP has met the minimum standards required under PEMHCA and is approved as an alternative CalPERS plan option, employees and COBRA counterparts may elect to enroll in CCHP under the CalPERS plan rules and regulations.
- 2.19 CalPERS Medical Plan Monthly Premium Subsidy: The County's subsidy to the CalPERS monthly medical plan premiums is as provided below. The employee must pay any CalPERS medical plan premium costs that are greater than the County's subsidies identified below.

a. County Medical Plan Premium Subsidy:

1. Beginning on January 1, 2010, and until December 31, 2016, the amount of the County premium subsidy that is paid for employees and eligible family members is a set dollar amount and is not a percentage of the premium charged by the plan. The County will pay the CalPERS statutory minimum employer monthly medical plan premium subsidy or the following monthly medical plan premium subsidy, whichever is greater:

Employee/Retiree/Survivor Only

\$472.57

Employee/Retiree/Survivor & One Dependent

\$945.13

Employee/Retiree/Survivor & Two or more Dependents

\$1228.67

2. Beginning on January 1, 2017, the County premium subsidies that are paid for employees and eligible family members will be the same subsidies that the County pays by plan and tier for members of the Deputy Sheriffs Association Management Unit in accordance with the Memorandum of Understanding between the County and the Association.

- b. In the event that the County medical plan premium subsidy amounts are

greater than one hundred percent (100%) of the applicable premium of any plan, for any plan year, the County's contribution will not exceed one hundred percent (100%) of the applicable plan premium.

- 2.20 CalPERS Retirement Coverage: Government Code section 22892 applies to all employees in those classifications listed in Exhibit E.
- 2.21 CalPERS Premium Payments: Employee participation in any CalPERS medical plan is contingent upon the employee authorizing payroll deduction by the County of the employee's share of the premium cost. If an employee's compensation in any month (including during a leave of absence) is not sufficient to pay the employee's share of the premium, the employee must pay the difference to the Auditor-Controller. The responsibility for this payment rests solely with the employee.
- 2.22 Dental Plan - CalPERS Participants:
- a. Employees in the classifications listed in Exhibit E may participate in any available County Group Dental Plan. The County may change dental plan providers at any time during the term of this resolution.
  - b. Dental Plan Monthly Premium Subsidy: On and after January 1, 2010, the provisions of Section 2.12 "Monthly Premium Subsidy," relating to the County subsidies for dental coverage, apply to all classifications listed in Exhibit E.
  - c. As to dental coverage only, the following Sections apply to all classifications listed in Exhibit E: Section 2.13 "Retirement Coverage," Section 2.14 "Layoff and Other Loss of Coverage," Section 2.15 "Health Plan Coverages and Provisions," and Section 2.16 "Family Member Eligibility Criteria."

## **2.C. All Employees**

- 2.23 Dual Coverage:
- a. Each employee and retiree may be covered by only a single County health (or dental) plan, including a CalPERS plan. For example, a County employee may be covered under a single County health and/or dental plan as either the primary insured or the dependent of another County employee or retiree, but not as both the primary insured and the dependent of another County employee or retiree.
  - b. All dependents, as defined in Section 2.16, Family Member Eligibility Criteria, may be covered by the health and/or dental plan of only one spouse or one domestic partner. For example, when both parents are

County employees, all of their eligible children may be covered as dependents of either parent, but not both.

- c. For purposes of this Section 2.23 only, "County" includes the County of Contra Costa and all special districts governed by the Board of Supervisors, including but not limited to, the Contra Costa County Fire Protection District.

2.24 Life Insurance Benefit Under Health and Dental Plans: For employees who are enrolled in the County's program of medical or dental coverage as either the primary or the dependent, term life insurance in the amount of ten thousand dollars (\$10,000) will be provided by the County.

2.25 Supplemental Life Insurance: In addition to the life insurance benefits provided by this resolution, employees may subscribe voluntarily and at their own expense for supplemental life insurance. Employees may subscribe for an amount not to exceed five hundred thousand dollars (\$500,000), of which one hundred thousand (\$100,000) is a guaranteed issue, provided the election is made within the required enrollment periods.

2.26 Catastrophic Leave Bank: All employees are included in the Catastrophic Leave Bank and may designate a portion of accrued vacation, compensatory time, holiday compensatory time, or personal holiday credit to be deducted from the donor's existing balances and credited to the bank or to a specific eligible employee.

- a. The County Human Resources Department operates a Catastrophic Leave Bank which is designed to assist any County employee who has exhausted all paid accruals due to a serious or catastrophic illness, injury, or condition of the employee or family member. The program establishes and maintains a Countywide bank wherein any employee who wishes to contribute may authorize that a portion of his/her accrued vacation, compensatory time, holiday compensatory time or personal holiday credit be deducted from those account(s) and credited to the Catastrophic Leave Bank. Employees may donate hours either to a specific eligible employee or to the bank. Upon approval, credits from the Catastrophic Leave Bank may be transferred to a requesting employee's sick leave account so that employee may remain in paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition. Catastrophic illness or injury is defined as a critical medical condition, a long-term major physical impairment or disability that manifests itself during employment.

- b. The plan is administered under the direction of the Director of Human Resources. The Human Resources Department is responsible for receiving and recording all donations of accruals and for initiating transfer



of credits from the Bank to the recipient's sick leave account. Disbursement of accruals is subject to the approval of a six (6) member committee composed of three (3) members appointed by the County Administrator and three (3) members appointed by the majority representative employee organizations. The committee will meet once a month, if necessary, to consider all requests for credits and will make determinations as to the appropriateness of the request. The committee will determine the amount of accruals to be awarded for employees whose donations are non-specific. Consideration of all requests by the committee will be on an anonymous requester basis.

- c. Hours transferred from the Catastrophic Leave Bank to a recipient will be in the form of sick leave accruals and will be treated as regular sick leave accruals.
- d. To receive credits under this plan, an employee must have permanent status, have exhausted all time off accruals to a level below eight (8) hours total, have applied for a medical leave of absence, and have medical verification of need.
- e. Donations are irrevocable unless the donation to the eligible employee is denied. Donations may be made in hourly blocks with a minimum donation of not less than four (4) hours from balances in the vacation, holiday, personal holiday, compensatory time or holiday compensatory time accounts. Employees who elect to donate to a specific individual will have seventy-five percent (75%) of their donation credited to the individual and twenty-five percent (25%) credited to the Catastrophic Leave Bank.
- f. Time donated will be converted to a dollar value and the dollar value will be converted back to sick leave accruals at the recipient's base hourly rate when disbursed. Credits will not be on a straight hour-for-hour basis. All computations will be on a standard 173.33 basis, except that employees on other than a forty (40) hour week will have hours prorated according to their status.
- g. Each recipient is limited to a total of one thousand forty (1040) hours or its equivalent per catastrophic event; each donor is limited to one hundred twenty (120) hours per calendar year.
- h. All appeals from either a donor or recipient will be resolved on a final basis by the Director of Human Resources.
- i. No employee has any entitlement to catastrophic leave benefits. The award of Catastrophic Leave is at the sole discretion of the committee, both as to amounts of benefits awarded and as to persons awarded benefits. Benefits may be denied, or awarded for less than six (6)

months. The committee may limit benefits in accordance with available contributions and choose from among eligible applicants on an anonymous basis those who will receive benefits, except for hours donated to a specific employee. In the event a donation is made to a specific employee and the committee determines the employee does not meet the Catastrophic Leave Bank criteria, the donating employee may authorize the hours to be donated to the bank or returned to the donor's account.

- j. Any unused hours transferred to a recipient will be returned to the Catastrophic Leave Bank.

- 2.27 Health Care Spending Account: After six (6) months of permanent employment, full time and part time (20/40 or greater) employees may elect to participate in a Health Care Spending Account (HCSA) Program designated to qualify for tax savings under Section 125 of the Internal Revenue Code, but such savings are not guaranteed. The HCSA Program allows employees to set aside a predetermined amount of money from their pay, before taxes, for health care expenses not reimbursed by any other health benefit plans. HCSA dollars may be expended on any eligible medical expenses allowed by Internal Revenue Code Section 125. Any unused balance is forfeited and cannot be recovered by the employee.
- 2.28 PERS Long-Term Care: The County will deduct and remit monthly premiums to the PERS Long-Term Care Administrator for employees who are eligible and voluntarily elect to purchase long-term care at their personal expense through the PERS Long-Term Care Program.
- 2.29 Dependent Care Assistance Program: The County will continue to offer the option of enrolling in a Dependent Care Assistance Program (DCAP) designed to qualify for tax savings under Section 129 of the Internal Revenue Code, but such savings are not guaranteed. The program allows employees to set aside up to five thousand dollars (\$5,000) of annual salary (before taxes) per calendar year to pay for eligible dependent care (child and elder care) expenses. Any unused balance is forfeited and cannot be recovered by the employee.
- 2.30 Premium Conversion Plan: The County will continue to offer the Premium Conversion Plan (PCP) designed to qualify for tax savings under Section 125 of the Internal Revenue Code, but tax savings are not guaranteed. The program allows employees to use pre-tax dollars to pay health and dental premiums.
- 2.31 Voluntary Vision Plan: Beginning no earlier than the 2017 plan year, active permanent full-time and active permanent part-time employees will be offered the opportunity to enroll in a voluntary vision plan. Employees will pay the full

premium costs of the plan. The County will contract with a provider for a voluntary vision plan with no co-pays. The vision plan is not available to temporary or permanent-intermittent employees.

2.32 Prevailing Section: To the extent that any provision of this Section (Section 2. Health, Dental, and Related Benefits) is inconsistent with any provision of any other County enactment or policy, including but not limited to Administrative Bulletins, the Salary Regulations, the Personnel Management Regulations, or any other resolution or order of the Board of Supervisors, the provision(s) of this Section (Section 2. Health, Dental, and Related Benefits) will prevail.

2.33 Health Benefit Access for Employees Not Otherwise Covered: To access County health plans, an employee who is not otherwise eligible for health coverage by the County, must be eligible to receive an offer of coverage from the County under the federal Patient Protection and Affordable Care Act (“ACA”) (42 U.S.C. § 18081). Employees eligible to receive an offer of coverage (and qualified dependents), will be offered access to County health insurance plans. Employees will be responsible for the full premium cost of coverage.

3. **Personal Protective Equipment**: The County will reimburse employees for safety shoes and prescription safety eyeglasses in those Management, Exempt and Unrepresented classifications which the County Administrator has determined eligible for such reimbursement.

3.10 Safety Shoes: The County will reimburse eligible employees for the purchase and repair of safety shoes in an amount not to exceed two hundred seventy-five dollars (\$275) for each two (2) year period beginning on January 1, 2002. There is no limit on the number of shoes or repairs allowed.

3.11 Safety Eyeglasses: The County will reimburse eligible Management, Exempt and Unrepresented employees for prescription safety eyeglasses which are approved by the County and are obtained from an establishment approved by the County.

4. **Transportation Expense**:

4.10 Mileage Reimbursement: The County will pay a mileage allowance for the use of personal vehicles on County business at the rate allowed by the Internal Revenue Service (IRS) as a tax deductible expense, adjusted to reflect changes in this rate on the date it becomes effective or the first of the month following announcement of the changed rate by the IRS, whichever is later.

4.11 Commuter Benefit Program: Prior to July 1, 2017, the County will offer employees the option of enrolling in an employee-funded qualified

transportation (commuter) benefit program designed to qualify for tax savings under Section 132(f) of title 26 of the Internal Revenue Service Code, but such savings are not guaranteed. The Commuter Benefit Program will allow employees to set aside pre-tax dollars for qualified transportation expenses to the extent and amount allowed by the Internal Revenue Service.

## **5. Retirement Contributions:**

- 5.10 No County Subvention: Effective on October 1, 2011, employees are responsible for the payment of one hundred percent (100%) of the employees' basic retirement benefit contributions determined annually by the Board of Retirement of the Contra Costa County Employees' Retirement Association without the County paying any part of the employees' contribution. Employees are also responsible for the payment of the employees' contributions to the retirement cost-of-living program as determined annually by the Board of Retirement without the County paying any part of the employees' contributions. Except as provided in Section 36 (District Attorney Investigator - Safety Employees Retirement Tier) Section 44 (Probation - Safety Employees Retirement Tiers) and Section 53 (Safety Employees Retirement Tiers- Miscellaneous Safety Classifications), the County is responsible for one hundred percent (100%) of the employer's retirement contributions determined annually by the Board of Retirement.
- 5.11 414H2 Participation: The County will continue to implement Section 414(h) (2) of the Internal Revenue Code which allows the County Auditor–Controller to reduce the gross monthly pay of employees by an amount equal to the employee's total contribution to the County Retirement System before Federal and State income taxes are withheld, and forward that amount to the Retirement system. This program of deferred retirement contribution will be universal and non-voluntary as required by statute.

## **6. PEPRA Retirement Plan:**

- A. PEPRA for Employees who become CCCERA Members on or after January 1, 2013: For employees who, under the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statutes of 2012), become New Members of the Contra Costa County Employees Retirement Association (CCCERA) on or after January 1, 2013, retirement benefits are governed by PEPRA. To the extent that this resolution conflicts with any provision of PEPRA, PEPRA governs.
- B. COLA: For employees hired by the County on and after January 1, 2014, who, under PEPRA, become New Members of CCCERA, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year, and the cost of living adjustment will be banked.

- C. Disability Standard: For employees, who under PEPRA, become New Members of CCCERA, the disability provisions are the same as the current Tier III disability provisions.
- D. This section 6 does not apply to employees who are safety members of the Contra Costa County Employees Retirement Association.

**7. Training:**

- 7.10 Career Development Training Reimbursement: All full-time employees (excluding attorney classes) are eligible for career development training reimbursement not to exceed seven hundred fifty dollars (\$750) per fiscal year. The reimbursement of training expenses includes books and is governed by any Administrative Bulletins on Travel or Training.
- 7.11 Management Development Policy: Employees are authorized to attend professional training programs, seminars, and workshops, during normal work hours at the discretion of their Department Head, for the purpose of developing knowledge, skills, and abilities in the areas of supervision, management, and County policies and procedures. Up to thirty (30) hours of such training time is recommended annually.
  - a. Departments are encouraged to provide for professional development training exceeding thirty (30) hours annually for people newly promoted to positions of direct supervision.
  - b. To encourage personal and professional growth, the County provides reimbursement for certain expenses incurred by employees for job-related training (required training and career development training/education). Provision for eligibility and reimbursement is identified in Administrative Bulletin 112.9.
  - c. The Department Head is responsible for authorization of individual professional development reimbursement requests. Reimbursement is through the regular demand process with demands being accompanied by proof of payment (copy of invoice or canceled check).

- 8. **Bilingual Pay Differential**: A monthly salary differential will be paid to incumbents of positions requiring bilingual proficiency as designated by the Appointing Authority and the Director of Human Resources. The differential will be prorated for employees working less than full time and/or on an unpaid leave of absence during any given month. The differential is one hundred dollars (\$100.00) per month. Designation of positions for which bilingual proficiency is required is the sole prerogative of the County, and such designations may be amended or deleted at any time.

9. **Higher Pay for Work in a Higher Classification:** The County Salary Regulations notwithstanding, when an employee is required to work in a higher paid classification, the employee will receive the higher compensation for such work, pursuant to the County Salary Regulations, plus any differentials and incentives the employee would have received in his/her regular position. Unless the Board has by Resolution otherwise specified, the higher pay entitlement will begin on the completion of the 40th consecutive hour in the assignment, retroactive to the beginning of the second full day of work in the assignment.

10. **Workers' Compensation and Continuing Pay:** For all accepted workers' compensation claims filed with the County on or after January 1, 2008, employees will receive seventy five percent (75%) of their regular monthly salary during any period of compensable temporary disability not to exceed one (1) year. Pay based on accepted workers' compensation claims filed before January 1, 2007, but after December 31, 1999, will be paid as provided in Resolution No. 2006/22. Pay based on accepted workers' compensation claims filed before January 1, 2000, will be paid as provided in resolution No. 96/488. If workers' compensation benefits become taxable income, the County will restore the former benefit level, one hundred percent (100%) of regular monthly salary.

10.10 **Waiting Period:** There is a three (3) calendar day waiting period before workers' compensation benefits commence. If the injured worker loses any time on the date of injury, that day counts as day one (1) of the waiting period. If the injured worker does not lose time on the date of the injury, the waiting period is the first three (3) days following the date of the injury. The time the employee is scheduled to work during this waiting period will be charged to the employee's sick leave and/or vacation accruals. In order to qualify for workers' compensation, the employee must be under the care of a physician. Temporary compensation is payable on the first three (3) days of disability when the injury necessitates hospitalization, or when the disability exceeds fourteen (14) days.

10.11 **Continuing Pay:** A permanent employee will receive the applicable percentage of regular monthly salary in lieu of workers' compensation during any period of compensable temporary disability not to exceed one year. "Compensable temporary disability absence" for the purpose of this Section, is any absence due to work-connected disability which qualifies for temporary disability compensation under workers' compensation law set forth in Division 4 of the California Labor Code. When any disability becomes medically permanent and stationary, the salary provided by this Section will terminate. No charge will be made against sick leave or vacation for these salary payments. Sick leave and vacation rights do not accrue for those periods during which continuing pay is received. Employees are entitled to a maximum of one (1) year of continuing pay benefits for any one injury or illness.

Continuing pay begins at the same time that temporary workers'

compensation benefits commence and continues until either the member is declared medically permanent/stationary, or until one (1) year of continuing pay, whichever comes first, provided the employee remains in an active employed status. Continuing pay is automatically terminated on the date an employee is separated from County service by resignation, retirement, layoff, or the employee is no longer employed by the County. In these instances, employees will be paid workers' compensation benefits as prescribed by workers' compensation laws. All continuing pay must be cleared through the County Administrator's Office, Risk Management Division.

- 10.12 Physician Visits: Whenever an employee who has been injured on the job and has returned to work is required by an attending physician to leave work for treatment during working hours, the employee is allowed time off, up to three (3) hours for such treatment, without loss of pay or benefits. Said visits are to be scheduled contiguous to either the beginning or end of the scheduled workday whenever possible. This provision applies only to injuries/illnesses that have been accepted by the County as work related.
- 10.13 Labor Code §4850 Exclusion: The foregoing provisions for workers' compensation and continuing pay are inapplicable in the case of employees entitled to benefits under Labor Code Section 4850.

## **11. Other Terms and Conditions of Employment**

- 11.10 Overtime Exempt Exclusion: Employees who are exempt from FLSA overtime in unrepresented, management, and exempt classifications may be made eligible for County Overtime pay if their names are placed on the Overtime Exempt Exclusion List by the County Administrator's Office. Employees on the Overtime Exempt Exclusion List are authorized to receive County overtime pay only. Employees on the Overtime Exempt Exclusion List are NOT eligible for Annual Management Administrative Leave for the quarter they are on the Overtime Exempt Exclusion List. The policies and procedures for the Overtime Exempt Exclusion List are set forth in Administrative Bulletin 317.
- 11.11 County Overtime: Employees on the Overtime Exempt Exclusion List will be compensated at one and one-half (1.5) times their base rate of pay (excluding differentials) for authorized hours worked exceeding eight (8) hours in a day or forty (40) hours in a week.
- 11.12 Pay Limitations: Employees are not entitled to receive hazard pay, shift pay or County overtime pay (except as provided in this Section 11 Other Terms and Conditions of Employment), or on-call duty pay or call-back pay (except as provided in Section IV Special Benefits For Employees by Department or Class.)

- 11.13 Length of Service Credits: Length of service credit dates from the beginning of the last period of continuous County employment, including temporary, provisional and permanent status and absences on an approved leave of absence; except that when an employee separates from a permanent position in good standing and is subsequently re-employed in a permanent County position within two (2) years from the date of separation, the period of separation will be bridged. Under these circumstances, the service credits will include all credits accumulated at the time of separation but will not include the period of separation. The service credits of an employee are determined from employee status records maintained by the Human Resources Department.
- 11.14 Mirror Classifications: As determined in the sole discretion of the Director of Human Resources, employees in unrepresented job classifications that mirror Management, represented or unrepresented job classifications may receive the salary and fringe benefits that are received by employees in the mirror classification.
- 11.15 Deep Classes: No provision of this Resolution regarding terms and conditions of employment supersedes any provision of any Deep Class Resolution.
- 11.16 Administrative Provisions: The County Administrator may establish guidelines, bulletins or directives as necessary to further define or implement the provisions of this resolution.
- 11.17 Timestamp: Permanent Intermittent (hourly) employees must time stamp in and out as they begin their work shifts, finish their work shifts, and take meal periods.

## **II. BENEFITS FOR MANAGEMENT AND EXEMPT EMPLOYEES**

Management and Exempt employees will receive the benefits set forth in Part I and also the following additional benefits:

### **12. Management Longevity Pay:**

- 12.10 Ten Years of Service:
- a. Employees who have completed ten (10) years of service for the County are eligible to receive a two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the ten (10) year service award.
  - b. Effective April 1, 2007, this section does not apply to members of the Board of Supervisors, except those members who earned this benefit while serving on the Board of Supervisors and were receiving this benefit as of March 31, 2007.



- c. Effective November 1, 2007, for employees who were employed by Contra Costa County, became employees of the Contra Costa Superior Court by operation of law, and thereafter are rehired by Contra Costa County in the classification of District Attorney Manager of Law Offices (JJGE), eligibility for this longevity differential will be determined by adding together all service time with Contra Costa County and all service time with the Contra Costa Superior Court. If this sum is more than ten (10) years, this longevity differential will only be paid prospectively from the date the employee is rehired by Contra Costa County.

12.11 Fifteen Years of Service:

- a. Employees who have completed fifteen (15) years of service for the County are eligible to receive an additional two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the fifteen (15) year service award. For employees who completed fifteen (15) years of service on or before January 1, 2007, this longevity differential will be paid prospectively only from January 1, 2007.
- b. This section does not apply to employees who are eligible to receive the District Attorney Inspectors Longevity Differential set forth in Section 34 or the Sheriff Law Enforcement Longevity Differential set forth in Section 49.
- c. Effective April 1, 2007, this section does not apply to members of the Board of Supervisors, except those members who earned this benefit while serving on the Board of Supervisors and were receiving this benefit as of March 31, 2007.
- d. Effective November 1, 2007, for employees who were employed by Contra Costa County, became employees of the Contra Costa Superior Court by operation of law, and thereafter are rehired by Contra Costa County in the classification of District Attorney Manager of Law Offices (JJGE), eligibility for this longevity differential will be determined by adding together all service time with Contra Costa County and all service time with the Contra Costa Superior Court. If this sum is more than fifteen (15) years, this longevity differential will only be paid prospectively from the date the employee is rehired by Contra Costa County.

13. Deferred Compensation:

- 13.10 Deferred Compensation Incentive: The County will contribute eighty-five dollars (\$85) per month to each employee who participates in the County's Deferred Compensation Plan. To be eligible for this Deferred Compensation Incentive, the employee must contribute to the deferred compensation plan

as indicated below.

<u>Employees with Current Monthly Salary of:</u>	<u>Qualifying Base Contribution Amount</u>	<u>Monthly Contribution Required to Maintain Incentive Program Eligibility</u>
\$2,500 and below	\$250	\$50
\$2,501 – 3,334	\$500	\$50
\$3,335 – 4,167	\$750	\$50
\$4,168 – 5,000	\$1,000	\$50
\$5,001 – 5,834	\$1,500	\$100
\$5,835 – 6,667	\$2,000	\$100
\$6,668 and above	\$2,500	\$100

Employees who discontinue contributions or who contribute less than the required amount per month for a period of one (1) month or more will no longer be eligible for the eighty-five dollar (\$85) Deferred Compensation Incentive. To reestablish eligibility, employees must again make a Base Contribution Amount as set forth above based on current monthly salary. Employees with a break in deferred compensation contributions either because of an approved medical leave or an approved financial hardship withdrawal will not be required to reestablish eligibility. Further, employees who lose eligibility due to displacement by layoff, but maintain contributions at the required level and are later employed in an eligible position, will not be required to reestablish eligibility.

13.11 Special Benefit for Permanent Employees Hired on and after January 1, 2009:

- a. Beginning on April 1, 2009 and for the term of this resolution, the County will contribute one hundred and fifty dollars (\$150) per month to an employee's account in the Contra Costa County Deferred Compensation Plan, or other tax-qualified savings program designated by the County, for employees who meet all of the following conditions:
  1. The employee must be hired by Contra Costa County on or after January 1, 2009.
  2. The employee must be appointed to a permanent position. The position may be either full time or part time, but if it is part time, it must be designated, at a minimum, as 20 hours per week.
  3. The employee must have been employed by Contra Costa County for at least 90 calendar days.
  4. The employee must contribute a minimum of twenty-five dollars (\$25)

per month to the Contra Costa County Deferred Compensation Plan, or other tax-qualified savings program designated by the County.

5. The employee must complete and sign the required enrollment form(s) for his/her deferred compensation account and submit those forms to the Human Resources Department, Employee Benefits Services Unit.
6. The employee may not exceed the annual maximum contribution amount allowable by the United States Internal Revenue Code.

b. This special benefit does not apply to any employee who is covered by Section 2.13, subsection (a) (1).

13.12 No Cross Crediting: The amounts contributed by the employee and the County pursuant to Section 13.11 do not count towards the “Qualifying Base Contribution Amount” or the “Monthly Contribution Required to Maintain Incentive Program Eligibility” in Section 13.10. Similarly, the amounts contributed by the employee and the County pursuant to Section 13.10 do not count towards the employee’s \$25 per month minimum contribution required by Section 13.11.

13.13 Maximum Annual Contribution: All of the employee and County contributions set forth in Sections 13.10 and 13.11 will be added together to ensure that the annual maximum contribution to the employee’s deferred compensation account does not exceed the annual maximum contribution rate set forth in the United States Internal Revenue Code.

13.14 Eligibility for Loan Program: All employees are eligible to apply for loans from the Contra Costa County Deferred Compensation Plan loan program established by the Board of Supervisors on June 26, 2012, by Resolution No. 2012/298.

#### **14. Annual Management Administrative Leave:**

- A. On January 1<sup>st</sup> of each year, all full-time unrepresented, management, and exempt employees in paid status will be credited with ninety-four (94) hours of paid Management Administrative Leave. All Management Administrative Leave time is non-accruable and all balances will be zeroed out on December 31 of each year.
- B. Permanent part-time employees are eligible for Management Administrative Leave on a prorated basis, based upon their position hours. Permanent-intermittent employees are not eligible for Management Administrative Leave.
- C. Employees appointed (hired or promoted) to unrepresented, management, or exempt positions are eligible for Management Administrative Leave on the

first day of the month following their appointment date and will receive Management Administrative Leave on a prorated basis for that first year.

- D. Unrepresented, management, and exempt employees on the Overtime Exempt Exclusion List are authorized to receive overtime pay; therefore, their Management Administrative Leave will be reduced by 25% each time the employee is on the List. The 25% reduction will be deducted from the employee's current leave balance, but if there is no balance, it will be deducted from future awarded Annual Management Administrative Leave. This section does not apply to the unrepresented, management, and exempt attorneys of the Offices of the District Attorney, County Counsel, and Public Defender. (See Section 31.)
- E. Employees eligible for FLSA overtime are not eligible for Management Administrative Leave. Such Employees who have existing Management Administrative Leave balances as of May 1, 2017 may use the leave through December 31, 2017.

**15. Management Life Insurance:** Employees are covered at County expense by term life insurance in the amount of fifty seven thousand dollars (\$57,000) in addition to the insurance provided in Section 2.24.

**16. Vacation Buy Back:**

16.10 Employees Hired Before April 1, 2011:

- a. Employees hired before April 1, 2011, in classifications other than those listed in Section 16.11(b) below, may elect payment of up to one-third (1/3) of their annual vacation accrual, subject to the following conditions: (1) the choice can be made only once every thirteen (13) months and there must be at least 12 full months between each election; (2) payment is based on an hourly rate determined by dividing the employee's monthly salary by 173.33; and (3) the maximum number of vacation hours that may be paid in any one sale is one-third (1/3) of the annual accrual.
- b. Lump Sum Payments: Where a lump-sum payment is made to employees as a retroactive general salary adjustment for a portion of a calendar year that is subsequent to the exercise by an employee of the vacation buy-back provision herein, that employee's vacation buy-back will be adjusted to reflect the percentage difference in base pay rates upon which the lump-sum payment was computed, provided that the period covered by the lump-sum payment includes the effective date of the vacation buy-back.

16.11 Employees Hired, Promoted or Rehired On and After April 1, 2011 and In Specified Classifications:

- a. Employees hired, promoted or rehired on and after April 1, 2011, into any classification covered by this resolution are not eligible for the vacation buy-back benefit. However, any employee who was eligible for the vacation buy-back benefit before promoting into a classification (other than those specified in subsection b. below) covered by this resolution will retain that benefit after promoting into a classification covered by this resolution.
- b. Specified Classifications: Employees in the following classifications may not elect payment of their vacation accruals under any circumstances:

CCRMC Chief Executive Officer- Exempt (VCB2)  
Chief Medical Officer - Exempt (VPS4)  
Chief Nursing Officer - Exempt (VWD2)  
County Librarian (3AAA)  
Medical Director (VCA2)

- 17. Professional Development Reimbursement:** Employees (excluding Department Heads, their Chief Assistant(s), Engineering Managers, and all Attorney classes) are eligible for reimbursement of up to six hundred twenty-five dollars (\$625) for each two (2) year period beginning on January 1, 1999, for memberships in professional organizations, subscriptions to professional publications, attendance fees at job-related professional development activities and purchase of job-related computer hardware and software (excludes automation connectivity, support, or subscription fees) from a standardized County-approved list or with Department Head approval, provided each employee complies with the provisions of the Computer Use and Security Policy adopted by the Board of Supervisors and the applicable manuals. In order to receive reimbursement, the employee must have been in an eligible classification when the expense was incurred.

Each professional development reimbursement request must be approved by the Department Head and submitted through the regular demand process. Demands must be accompanied by proof of payment (copy of invoice or receipt). Certification regarding compliance with the County's computer use and security policy may be required. Questions regarding the appropriateness of a request will be answered by the Office of the County Administrator.

- 18. Sick Leave Incentive Plan:** Employees may be eligible for a payoff of a part of unused sick leave accruals at separation. This program is an incentive for employees to safeguard sick leave accruals as protection against wage loss due to time lost for injury or illness. Payoff must be approved by the Director of Human Resources, and is subject to the following conditions:

- A. The employee must have resigned in good standing.

- B. Payout is not available if the employee is eligible to retire.
- C. The balance of sick leave at resignation must be at least seventy percent (70%) of accruals earned in the preceding continuous period of employment excluding any sick leave use covered by the Family and Medical Leave Act, the California Family Rights Act, or the California Pregnancy Disability Act.
- D. Payout is by the following schedule:

<u>Years of Payment Continuous Service</u>	<u>Payment of Unused Sick Leave Payable</u>
3 – 5 years	30%
5 – 7 years	40%
7 plus years	50%

- E. No payoff will be made pursuant to this section unless the Contra Costa County Employees' Retirement Association has certified that an employee requesting a sick leave payoff has terminated membership in, and has withdrawn his or her contributions from, the Retirement Association.
- F. It is the intent of the Board of Supervisors that payments made pursuant to this section are in lieu of County retirement benefits resulting from employment by this County or by Districts governed by this Board.

**19. Computer Vision Care (CVC) Users Eye Examination:** Employees are eligible to receive an annual eye examination on County time and at County expense provided that the employee regularly uses a video display terminal at least an average of two (2) hours per day as certified by their department.

Employees certified for examination under this program must make their request through the Benefits Service Unit of the County Human Resources Department. Should prescription CVC eyeglasses be prescribed for the employee following the examination, the County agrees to provide, at no cost, basic CVC eye wear consisting of a fifty dollar (\$50) frame and single, bifocal or trifocal lenses. Employees may, through individual arrangement between the employee and the employees' doctor and solely at the employee's expense, include blended lenses and other care, services or materials not covered by the Plan.

**20. Long-Term Disability Insurance:** The County will continue in force the Long-Term Disability Insurance program with a replacement limit of eighty-five (85%) of total monthly base earnings reduced by any deductible benefits.

**III. BENEFITS FOR ELECTED AND APPOINTED DEPARTMENT HEADS**

Department Heads will receive the benefits set forth in Part I and Part II and the following additional benefits:

**21. Executive Automobile Allowance:**

21.10 Elected Department Heads:

The below-listed elected Department Heads are eligible to receive a \$600 per month automobile allowance plus mileage for miles driven outside Contra Costa County at the rate per mile allowed by the Internal Revenue Service (IRS) as a deductible expense.

Receipt of this automobile allowance means that the elected Department Head must use a private automobile for County business.

Assessor (DAA1)  
Auditor–Controller (SAA1)  
Clerk–Recorder (ALA1)  
District Attorney (2KA1)  
Treasurer–Tax Collector (S5A1)

The Sheriff-Coroner (6XA1) is eligible to receive a \$500 per month automobile allowance plus mileage for miles driven inside and outside of Contra Costa County at the rate per mile allowed by the Internal Revenue Service (IRS) as a deductible expense. Receipt of this automobile allowance means that the Sheriff-Coroner must use a private automobile for County business.

21.11 Appointed Department Heads Appointed Prior to February 1, 2012:

The below-listed Department Heads who were appointed to their positions prior to February 1, 2012 are eligible to receive a \$600 per month automobile allowance plus mileage for miles driven outside Contra Costa County at the rate per mile allowed by the Internal Revenue Service (IRS) as a deductible expense. Receipt of this automobile allowance means that the appointed Department Head must use a private automobile for County business.

County Administrator (ADA2)  
Chief Assistant County Administrator (ADB1)  
County Counsel (2EA1)  
County Probation Officer (7AA1)  
Director of Animal Services (BJA1)  
Director of Child Support Services (SMA1)  
Director of Conservation and Development (4AA1)

Director of Health Services (VCA1)  
Director of Information Technology (LTA1)  
Public Defender (25A1)  
Public Works Director (NAA1)

21.12 Appointed Department Heads Appointed On and After February 1, 2012:

Every appointed Department Head is ineligible to receive an automobile allowance.

21.13 Temporary Loss of Vehicle:

If use of a County vehicle is temporarily required as the result of an emergency, such as an accident or mechanical failure to the recipient's personal automobile, a County vehicle may be used if approved by the County Administrator or his/her designee. The user's department will be charged for the costs of the temporary use of the County vehicle. Further, the user of the County vehicle will not receive his/her automobile allowance while using the County vehicle.

**22. Executive Life Insurance:** In lieu of the insurance provided under Section 15, Department Heads are covered at County expense by term life insurance in the amount of sixty thousand dollars (\$60,000) additional to the insurance provided under Section 2.24.

**23. Executive Professional Development Reimbursement:** Department Heads and those chief assistants listed in Exhibit D (excluding Attorney classes) are eligible for reimbursement of up to nine hundred twenty-five dollars (\$925) for each two (2) year period beginning January 1, 1999 for memberships in professional organizations, subscriptions to professional organizations, subscriptions to professional publications, attendance fees at job-related professional development activities, and purchase of job-related computer hardware and software, such as blackberries, iPhones, and treos (excluding automation connectivity, support, or subscription fees) from a standardized County-approved list or with Department Head approval, provided each employee complies with the provisions of the Computer Use and Security Policy adopted by the Board of Supervisors and the applicable manuals. In order to receive reimbursement, the employee must have been in an eligible classification when the expense was incurred.

Each executive professional development reimbursement request must be approved by the Department Head and submitted through the regular demand process. Demands must be accompanied by proof of payment (copy of invoice or receipt). Certification regarding compliance with the County's computer use and security policy may be required. Questions regarding the appropriateness of a request will be determined by the Office of the County Administrator.



**24. Appointed Department Heads:** The Appointed Department Heads are the Agricultural Commissioner/Director of Weights and Measures, Chief Assistant County Administrator, County Counsel, County Finance Director, County Librarian, County Probation Officer, County Veteran's Services Officer, Director of Employment and Human Services, Director of Animal Services, Director of Child Support Services, Director of Conservation and Development, Director of Health Services, Director of Human Resources, Director of Information Technology, Public Defender, and the Public Works Director. (The Fire Chief of the Contra Costa County Fire Protection District is also an appointed Department Head, but the benefits for the Fire Chief are set forth in a separate Fire Management Resolution.)

**25. Elected Department Heads:** The Elected Department Heads are the Assessor, Auditor–Controller, Clerk–Recorder, District Attorney, Sheriff–Coroner, and Treasurer–Tax Collector.

**26. Elected Department Head Benefits and Board of Supervisors Member Benefits:** Elected Department Heads will receive only the following benefits under Parts I, II, and III, together with such benefits as may be authorized under Part IV, as specified:

**26.10 Elected Department Heads:**

- a. All Elected Department Heads will receive the benefits set forth in Part I, Sections 5, 6, 7, 8, 10, and 11.12.
- b. Elected Department Heads will receive the benefits set forth in Part I, Section 2, in accordance with the following:
  1. Elected Department Heads other than the Sheriff receive health care coverage from County health plans pursuant to Section 2 A.
    - i. Those Elected Department Heads who were County employees when elected to County office with a County employee hire date that is earlier than January 1, 2009, will receive the benefits set forth in Part I, Section 2 A except the provisions set forth in Section 2.13 (a) (3) do not apply.
    - ii. Those Elected Department Heads who were County employees when elected to County office with a County employee hire date that is on or after January 1, 2009, will receive all of the benefits set forth in Part I, Section 2 A.
    - iii. Those Elected Department Heads who were not County employees when elected to County office will receive all of the benefits set forth in Part I, Section 2 A.

2. The Sheriff receives health care coverage from CalPERS pursuant to

Section 2 B.

3. All Elected Department Heads receive the benefits set forth in Section 2 C, excluding section 2.26.
- c. All Elected Department Heads will receive the benefits set forth in Part II, Sections 13, 19 and 20.
- d. Elected Department Heads will not receive the benefits set forth in Part II, Section 12. Elected Department Heads who are in their elected office and receiving longevity pay as of October 1, 2010 are eligible for the following benefit:
  1. A five percent (5%) longevity differential upon the completion of ten years of service effective on the first day of the month following the month in which the official qualifies for the ten (10) year service award.
  2. An additional two and one half (2.5%) longevity differential upon the completion of fifteen (15) years of service effective on the first day of the month following the month in which the official qualifies for the fifteen (15) year service award.
- e. As compensation for not accruing paid vacation credit, in addition to the benefits of Part II, Section 13, twelve thousand dollars (\$12,000) as a deferred compensation contribution will be added to the elected department head's deferred compensation account effective July 1 of each year (commencing July 1, 2007). If after July 1, but prior to June 30 of the next succeeding year, for any reason, the elected department head's occupancy of office terminates and/or expires, the elected department head is entitled to an additional deferred compensation account contribution prorated from July 1 to include the time period the elected department head served prior to the next June 30. Further, if, for any reason, all or part of such deferred compensation cannot be paid into a deferred compensation account the elected department head is entitled to an equivalent lump-sum payment. None of the County's twelve thousand dollar (\$12,000) contribution may be used to establish eligibility and qualification to receive the additional eighty-five dollars (\$85) monthly Deferred Compensation Incentive contribution otherwise provided by the County.
- f. All Elected Department Heads will receive the benefits set forth in Part III, Sections 21, 22 and 23.
- g. A County employee who becomes a County elected official may receive payment for unused vacation accruals only at the rate of pay that the elected official last earned as a County employee. The elected official

may not be paid for unused vacation accruals at the rate of pay earned as an elected official.

- h. Only the Board of Supervisors is authorized to prescribe the compensation of County elected officials pursuant to Government Code section 25300.

26.11 Board of Supervisors: Board of Supervisors members will receive only the following benefits under Parts I, II, and III.

- a. Part I: The benefits set forth in Sections 5, 6, 7, 10, and 11.12.
- b. Part 1, Section 2: in accordance with the following, health care coverage from County health plans pursuant to Section 2 A.
  - 1. Those Supervisors who were County employees when elected to County office with a County employee hire date that is earlier than January 1, 2009, will receive the benefits set forth in Part I, Section 2 A except the provisions set forth in Section 2.13 (a) (3) do not apply.
  - 2. Those Supervisors who were County employees when elected to County office with a County employee hire date that is on or after January 1, 2009, will receive all of the benefits set forth in Part I, Section 2 A.
  - 3. Those Supervisors who were not County employees when elected to County office will receive all of the benefits set forth in Part I, Section 2 A.
- c. Part I, Section 2 C, excluding Section 2.26.
- d. Part II: The benefits set forth in Sections 13, 19, and 20.
- e. Part III: The benefits set forth in Sections 22 and 23.
- f. The provisions of Section 26.10(g) above apply to Board of Supervisors Members.

#### **IV. SPECIAL BENEFITS FOR EMPLOYEES BY DEPARTMENT OR CLASS**

27. **Accounting Certificate Differential**: Incumbents of Management professional accounting, auditing or fiscal officer positions who possess one of the following certifications in good standing will receive a differential of five percent (5%) of base monthly salary: (1) A valid Certified Public Accountant (CPA) license issued by the State of California, Department of Consumer Affairs, Board of Accountancy; (2) a Certified Internal Auditor (CIA) certification issued by the Institute of Internal

Auditors; (3) a Certified Management Accountant (CMA) certification issued by the Institute of Management Accountants; or (4) a Certified Government Financial Manager (CGFM) certification issued by the Association of Government Accountants.

**28. Animal Services Search Warrant:** Employees in the management class of Deputy Director of Animal Services (BJD1) will be compensated for time spent in assisting law enforcement agencies in the serving of search warrants. The amount of special compensation per incident is one hundred dollars (\$100) and it will continue to be equal to that paid to Animal Services Officers for performing this duty. Only employees involved in actual entry team activities will be so compensated. The department continues to retain the sole right to select and assign personnel to such search warrant duty.

**29. Animal Services Uniform Allowance:** The uniform allowance for employees in the management classes of Deputy Director of Animal Services (BJD1) and Animal Services Captain-Exempt (BJD2) is eight hundred dollars (\$800), payable one-twelfth (1/12) of the yearly total in monthly pay warrants. Any other increase in the Uniform Allowance, which may be granted to Animal Services Officers while this Resolution is in effect, is granted to the Animal Services Management classes.

**30. Attorney State Bar Dues and Professional Development Reimbursement:**

30.10 State Bar Dues Reimbursement: The County will reimburse employees in the classes set forth below for California State Bar Membership dues (but not penalty fees) and, if annually approved in advance by the Department Head, fees for criminal and/or civil specialization.

30.10.1 Payment For Fingerprinting: New California Rule of Court 9.9.5, requires active licensed attorneys in California to be re-fingerprinted by April 30, 2019, without penalty. Employees who are active licensed attorneys may have their fingerprinting done via the Live Scan service in the Human Resources Department at no cost to the employee. If an employee chooses to obtain fingerprinting services from another provider, any costs of such services will be at the employee's sole expense.

30.11 Professional Development Reimbursement: The County will reimburse employees in the classes listed in Section 30.13 up to a maximum of seven hundred dollars (\$700) each fiscal year for the following types of expenses:

- a. Purchase of job-related computer hardware and software.
- b. Membership dues in legal professional associations.
- c. Purchase of legal publications.
- d. Training and travel costs for job-related educational courses.
- e. Legal on-line computer services.

Any unused accrual may be carried forward to the next fiscal year up to a maximum of eight hundred dollars (\$800).

### 30.12 Law School Student Loan Reimbursement Program

#### a. Eligibility:

1. Only Employees in the classes listed in Section 30.13, excluding County Counsel (2EA1), District Attorney (2KA1), and Public Defender (25A1), are eligible.
2. Temporary employees are not eligible for payments. Time served as a temporary employee does not count towards eligibility for payments.

#### b. Qualifying amount and terms: The employee must satisfy all of the following criteria to be eligible for any payments through this Law School Student Loan Reimbursement Program.

1. First Payment: The employee must have been hired into one of the listed classes and have worked in one or more of those classes for at least three (3) consecutive years from date of hire to be eligible for the first payment. After completion of the third consecutive year of employment in one or more of those classes, the employee may receive \$2,000 for purposes of reimbursement for law school student loan payments.
2. Second Payment: For an employee who entered County service in one of the listed classes, the employee must work in one or more of those classes during the fourth year of employment from date of hire to be eligible for the second payment. After completion of four (4) years of employment with the County in one or more of those classes, the employee may receive an additional \$3,000 for purposes of reimbursement for law school loan payments.
3. Third Payment: For an employee who entered County service in one of the listed classes, the employee must work in one or more of those classes during the fifth year of employment from date of hire to be eligible for the third payment. After completion of five (5) years of employment with the County in one or more of those classes, the employee may receive an additional \$4,000 for purposes of reimbursement for law school loan payments.
4. Fourth Payment: For an employee who entered County service in one of the listed classes, the employee must work in one or more of those classes during the sixth year of employment from date of hire to be eligible for the fourth payment. After completion of six (6) years of

employment with the County in one or more of those classes, the employee may receive an additional \$6,000 for purposes of reimbursement for law school loan payments.

5. For each requested payment: The employee must submit a request for reimbursement on the County's law school loan reimbursement form and attach documentation that establishes to the satisfaction of the department the existence of an outstanding law school student loan to the employee from an educational entity, government entity, or commercial lending institution. Employees may not request more than one payment per year, and there must be at least twelve (12) full months between each request for payment.
6. This program is not available to employees who paid off their law school student loans prior to July 1, 2015, to those employees who did not incur law school student loans from an educational entity, government entity, or commercial lending institution, or to participating employees once they have paid off their law school student loans.
7. The law school student loan reimbursement payments will not exceed \$2,000 for the first payment, \$3,000 for the second payment, \$4,000 for the third payment, and \$6,000 for the fourth payment. No employee may receive more than a total maximum lifetime reimbursement of \$15,000.
8. The law school student loan reimbursement payments are subject to applicable state and federal withholding, if any.
9. The terms and conditions of this law school student loan reimbursement program are subject to procedures approved by the County Auditor-Controller's Office.

30.13 Eligible Classes:

This section applies only to the following classifications:

Assistant County Counsel-Exempt (2ED1)  
Assistant District Attorney-Exempt (2KD3)  
Assistant Public Defender-Exempt (25D2)  
Chief Asst. County Counsel-Exempt (2ED2)  
Chief Asst. Deputy District Atty-Exempt (2KD2)  
Chief Assistant Public Defender-Exempt (25D1)  
Chief Trial Deputy Public Defender (25DB)  
Civil Litigation Attorney-Advanced (2ETG)

Civil Litigation Attorney-Standard (2ETF)  
Civil Litigation Attorney-Basic (2ETE)  
County Counsel (2EA1)  
Deputy County Counsel-Advanced (2ETK)  
Deputy County Counsel-Standard (2ETJ)  
Deputy County Counsel-Basic (2ETH)  
Deputy County Counsel-Advanced-Exempt (2ET3)  
Deputy County Counsel-Standard-Exempt (2ET2)  
Deputy County Counsel-Basic-Exempt (2ET1)  
District Attorney (2KA1)  
Public Defender (25A1)  
Senior Deputy District Attorney-Exempt (2KD1)  
Senior Financial Counsel-Exempt (2ED3)  
Supervising Attorney-Child Support Services (29HA)  
Attorney Basic-Child Support Services (29VA)  
Attorney Advanced-Child Support Services (29TA)  
Attorney Entry-Child Support Services (29WA)

**31. Attorney Management Administrative Leave and Additional Longevity Pay:**

31.10 Attorney Management Administrative Leave:

- a. On January 1<sup>st</sup> of each year, the employees in the classes set forth below who are in paid status, excluding fixed-term employees and contract attorneys, will be credited with ninety-four (94) hours of Management Administrative Leave. Management Administrative Leave must be used during the calendar year in which it is credited and any unused hours may not be carried forward.
- b. Attorneys appointed between January 1<sup>st</sup> and June 30<sup>th</sup>, inclusive, are eligible for ninety-four (94) hours of Management Administrative Leave on the first succeeding January 1<sup>st</sup> and annually thereafter. Attorneys appointed on or after July 1<sup>st</sup> are eligible for seventy-one (71) hours of Management Administrative Leave on the first succeeding January 1<sup>st</sup> and are eligible for ninety-four (94) hours annually thereafter.
- c. Permanent part time attorneys are eligible for Management Administrative Leave on a prorated basis, based upon their position hours, beginning on January 1<sup>st</sup> following their appointment and in the same proportion on each January 1<sup>st</sup> thereafter. Permanent-intermittent attorneys are not entitled to Management Administrative Leave. Any attorney on a leave of absence will have his/her Management Administrative Leave hours prorated upon his/her return.

- d. Unrepresented, management, and exempt attorneys on the Overtime Exempt Exclusion List are authorized to receive overtime pay; therefore, their Management Administrative Leave will be reduced by 25% each time the attorney is on the List. The 25% reduction will be deducted from the employee's current leave balance, but if there is no balance, it will be deducted from future awarded Management Administrative Leave.

31.11 Additional Longevity Pay at 20 Years of County Service:

In addition to the Longevity Pay provided in Section 12 of this resolution, employees in the classes set forth below are eligible to receive an additional two percent (2%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the twenty (20) year service award, beginning on November 1, 2012. For those employees who have twenty years of service on or before November 1, 2012, this longevity differential will be paid prospectively only from November 1, 2012.

31.12 Eligible Classes:

This section applies only to the following classifications:

- Assistant County Counsel-Exempt (2ED1)
- Assistant District Attorney-Exempt (2KD3)
- Assistant Public Defender-Exempt (25D2)
- Chief Asst. County Counsel-Exempt (2ED2)
- Chief Asst. Deputy District Atty-Exempt (2KD2)
- Chief Assistant Public Defender-Exempt (25D1)
- Chief Trial Deputy Public Defender (25DB)
- Civil Litigation Attorney-Advanced (2ETG)
- Civil Litigation Attorney-Standard (2ETF)
- Civil Litigation Attorney-Basic (2ETE)
- County Counsel (2EA1)
- Deputy County Counsel-Advanced (2ETK)
- Deputy County Counsel-Standard (2ETJ)
- Deputy County Counsel-Basic (2ETH)
- Deputy County Counsel-Advanced-Exempt (2ET3)
- Deputy County Counsel-Standard-Exempt (2ET2)
- Deputy County Counsel-Basic-Exempt (2ET1)
- Public Defender (25A1)
- Senior Deputy District Attorney-Exempt (2KD1)
- Senior Financial Counsel-Exempt (2ED3)



Supervising Attorney-Child Support Services (29HA)  
Attorney Basic-Child Support Services (29VA)  
Attorney Advanced-Child Support Services (29TA)  
Attorney Entry-Child Support Services (29WA)

- 32. Assessor Education Differential:** Employees in the management class of Assistant County Assessor-Exempt (DAB1) are entitled to a salary differential of two and one-half percent (2.5%) of base monthly salary for possession of a certification for educational achievement from at least one of the following:
- A. American Institute of Real Estate Appraisers Residential Member designation.
  - B. State Board of Equalization Advanced Appraiser Certification.
  - C. International Association of Assessing Officers Residential Evaluation Specialist.
  - D. Society of Auditor-Appraiser Master Auditor-Appraiser designation.
  - E. Society of Real Estate Appraisers Senior Residential Appraiser designation.
  - F. Any other certification approved by the County Assessor and the Director of Human Resources.
- 33. Certified Elections/Registration Administrator Certification Differential:** Employees in the classification of Clerk-Recorder (ALA1) are entitled to receive a monthly differential in the amount of five percent (5%) of base monthly salary for possession of a valid Certified Elections/Registration Administrator Certificate issued by The Election Center-Professional Education Program. Verification of eligibility is by the County Administrator or designee. Eligibility for receipt of the differential begins on the first day of the month following the month in which the County Administrator verifies eligibility.
- 34. District Attorney Inspectors Longevity Differential:** Incumbents of the classes of District Attorney Chief of Inspectors–Exempt (6KD1), District Attorney Director of Forensic and Technical Services (6KDC), District Attorney Lieutenant of Inspectors (6KNB), and Lieutenant of Inspectors–Welfare Fraud (6KWG) are eligible for a differential of five percent (5%) of base monthly salary when the following conditions are satisfied: The employee has (1) four (4) years of experience as a peace officer with Contra Costa County; (2) fifteen (15) years of P.O.S.T. experience; and (3) has reached the age of thirty-five (35).
- 35. District Attorney Inspector P.O.S.T.:** Incumbents of the classes of District Attorney Lieutenant of Inspectors (6KNB), District Attorney Director of Forensic and Technical Services (6KDC), District Attorney Lieutenant of Inspectors–Welfare Fraud (6KWG) and District Attorney Chief of Inspectors–Exempt (6KD1) who possess the

appropriate certificates beyond the minimum P.O.S.T. qualifications required in their class may qualify for one of the following career incentive allowances:

- A. A career incentive allowance of two and one-half percent (2.5%) of base monthly salary will be paid to DA Lieutenant of Inspectors, DA Director of Forensic and Technical Services, and DA Lieutenant of Inspectors-Welfare Fraud for the possession of an Advanced P.O.S.T. certificate. This allowance will be paid to the DA Chief of Inspectors-Exempt for possession of a Management and/or Executive P.O.S.T. Certificate.
- B. A career incentive allowance of five percent (5%) of base monthly salary will be paid to DA Lieutenant of Inspectors, DA Director of Forensic and Technical Services, and DA Lieutenant of Inspectors-Welfare Fraud for possession of an Advanced P.O.S.T. certificate and an approved Baccalaureate Degree. This allowance will be paid to the DA Chief of Inspectors for possession of a Management and/or Executive P.O.S.T. certificate and possession of an approved Baccalaureate Degree.
- C. A career incentive allowance of seven and one-half percent (7.5%) of base monthly salary will be paid to DA Lieutenant of Inspectors, DA Director of Forensic and Technical Services, and DA Lieutenant of Inspectors-Welfare Fraud for the possession of an Advanced P.O.S.T. certificate and possession of an approved Master's Degree. This allowance will be paid to the DA Chief of Inspectors-Exempt for possession of an approved Management and/or Executive P.O.S.T. certificate and possession of an approved Master's Degree. No continuing education is required in order to be entitled to any of the foregoing allowances.

**36. District Attorney Investigator - Safety Employees Retirement Tiers; Contribution Toward Cost of Enhanced Retirement Benefit:**

- 36.10 Safety Tier A: The retirement formula of "3 percent at 50" applies to employees in the classifications set forth below who become members of the Contra Costa County Employees Retirement Association (CCCERA) on or before December 31, 2012 or who, under PEPRA, become reciprocal members of CCCERA, as determined by CCCERA. The cost of living adjustment (COLA) to the retirement allowances of these employees will not exceed three percent (3%) per year. The final compensation of these employees will be based on a twelve (12) consecutive month salary average. This retirement benefit is known as Safety Tier A.
- a. Until July 1, 2012, each employee in Tier A will pay nine percent (9%) of his or her retirement base to pay part of the employer's contribution for the cost of Safety Tier A retirement benefits.
  - b. Effective on July 1, 2012, each employee in Tier A will pay three percent

(3%) of his/her retirement base to pay part of the employer's contribution for the cost of Safety Tier A retirement benefits.

c. Effective on June 30, 2016, these payments will cease.

The payments set forth above will be made on a pre-tax basis in accordance with applicable tax laws. "Retirement base" means base salary and other payments, such as salary differential and flat rate pay allowances, used to compute retirement deductions.

36.11 Safety PEPRA Tier: For employees who become safety New Members of the Contra Costa County Employees Retirement Association (CCCERA) on or after January 1, 2013, retirement benefits are governed by the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statutes of 2012) and Safety Option Plan Two (2.7% @ 57) applies. For employees hired on or after July 1, 2014, who under PEPRA, become safety New Members of CCCERA, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year and will be banked. To the extent that this resolution conflicts with any provision of PEPRA, PEPRA governs.

36.12 Employees with more than 30 years of Service: Commencing on July 1, 2007, eligible employees in the classifications set forth below and designated by the Contra Costa County Employees' Retirement Association as safety members with credit for more than thirty (30) years of continuous service as safety members, will not make payments from their retirement base to pay part of the employer's contribution towards the cost of Safety Tier A.

36.13 Eligible Classes:

This section applies only to the following classifications:

District Attorney Chief of Inspectors-Exempt (6KD1)  
District Attorney Lieutenant of Inspectors (6KNB)  
Lieutenant of Inspectors-Welfare Fraud (6KWG)  
District Attorney Director of Forensic and Technical Services (6KDC)

37. Engineer Continuing Education Allowance: Employees in the classification of Deputy Public Works Director-Exempt (NAD0), County Surveyor (NAF1), and Senior Land Surveyor (NSGA) are eligible to receive a one year Continuing Education Allowance of two and one-half percent (2.5%) of base monthly salary if they complete at least (60) hours of approved education or training or at least three (3) semester units of approved college credit or approved combination thereof, subject to the following conditions.

A. The specific education or training must be submitted in writing by the

employee to the Public Works Director or his designee prior to beginning the course work.

- B. The education or training must be reviewed and approved in advance by the Public Works Director or his designee as having a relationship to the technical or managerial responsibilities of the employee's current or potential County job classifications.
- C. Employees who qualify for this allowance do so for a period of only twelve (12) months, commencing on the first day of the month after proof of completion is received and approved by the Public Works Director or his designee. This allowance automatically terminates at the end of the twelve (12) month period.

**38. Engineer Professional Development Reimbursement:** Engineering Managers (Class Code NAD0) will be allowed reimbursement for qualifying professional development expenses and professional engineering license fees required by the employee's classification up to a total of seven hundred dollars (\$700) for each two (2) year period beginning on January 1, 2000. Effective July 1, 2007, the allowable reimbursement amount will be increased by one hundred fifty dollars (\$150) for a total of eight hundred fifty dollars (\$850). Effective on January 1, 2008, Engineering Managers will be allowed reimbursement for qualifying professional development expenses and professional engineering license fees required by the employee's classification up to a total of nine hundred dollars (\$900) for each two (2) year period.

Allowable expenses include the following activities and materials directly related to the profession in which the individual is engaged as a County employee:

- A. Membership dues to professional organizations.
- B. Registration fees for attendance at professional meetings, conferences and seminars.
- C. Books, journals and periodicals.
- D. Tuition and text book reimbursement for accredited college or university classes.
- E. Professional license fees required by the employee's classification.
- F. Application and examination fees for registration as a professional engineer, architect or engineer-in-training.
- G. Certain job-related instruments, job-related computer hardware and software from a standardized County approved list or with Department Head approval, provided each Engineer complies with the provisions of the Computer Use and Security Policy adopted by the Board of Supervisors and the applicable manuals.

Individual professional development reimbursement requests require the approval of the Department Head. Reimbursement occurs through the regular demand process with demands being accompanied by proof of payment (copy of invoice or canceled check).

In order to receive reimbursement, the employee must have been in an eligible classification when the expense was incurred.

**39. Library Department Holidays:** For all management and unrepresented employees in the County Library Department, the day after Thanksgiving is deleted as a holiday and the day before Christmas is added as a holiday.

**40. Health Services Department On-Call Duty and Call Back Time:**

40.10 Eligible Classes:

Permanent full time and permanent part time employees employed in the Health Services Department (A-18) in the following designated classifications are entitled to On Call Duty and Call Back Time.

Designated Classifications:

Director of HazMat Program-Ex (VLD2)  
Deptl Comm & Media Rel Coord (ADSH)  
Director of Env Health Svcs-Ex (VLD1)  
Asst Dir of Health Svcs (VCB1)  
MH Medical Director-Ex (VPD1)  
Emergency Medical Svcs Director (VBSC)  
Chief Exec Officer CCCHP (VCB3)  
Residency Director-Exempt (VPD5)  
Chief Operations Officer-Exempt (VWD1)

40.11 On Call Duty: On Call Duty is when an employee is not scheduled to work on County premises but is ready to immediately report to work. The employee must make arrangements so that his/her supervisor can reach him/her within ten (10) minutes' notice or less.

The Department Head approves those employees who will be assigned to On Call Duty.

An employee assigned to On Call Duty is paid one (1) hour of straight time pay for each four (4) hours designated on call. If an employee's On Call Duty hours are not in increments of four (4) hours, the On Call Duty hours will be prorated. For example, if the employee is assigned to On Call Duty for six (6) hours, the employee would receive one hour and one half (1.5) straight time pay for the six (6) hours designated on call (6/4).

If an employee designated to On Call Duty is called back to work, the On Call Duty hours will not be deducted from the time the employee works.

40.12 Call Back Time: Call Back Time is when an employee is called back to work on County premises. An employee called back to work is entitled to receive pay at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) for the actual Call Back Time hours worked plus one (1) additional hour. An employee called back to work will be paid a minimum of two (hours) for each Call Back Time.

**41. (Reserved)**

**42. Property Appraisers:**

42.10 Eligible Classes: Property Appraisers are those employees in the classifications of Associate Appraiser (DATA), Assistant Appraiser (DAVA), and Junior Appraiser (DAWA).

42.11 Longevity Pay:

- a. Ten Years of Service. Employees who have completed ten (10) years of service for the County are eligible to receive a two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the ten (10) year service award.
- b. Fifteen Years of Service. Employees who have completed fifteen (15) years of service for the County are eligible to receive an additional two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the fifteen (15) year service award. For employees who completed fifteen (15) years of service on or before January 1, 2019, this longevity differential will be paid prospectively only from January 1, 2019.

42.12 Standards Division Differential: Associate Appraisers assigned to the Standards Division of the Assessor's Office shall receive a monthly differential in the amount of two and one-half percent (2.5%) of monthly base pay for each month assigned. This differential is in recognition of the additional responsibilities and duties required when assigned to the Standards Division. The Associate Appraiser in the Standards Division who is assigned the responsibility of providing lead direction and training to subordinate Appraisers shall receive a monthly differential in the amount of two and one-half percent (2.5%) of monthly base pay in addition to the differential described above.

- 42.13 Probation Period: The classification of Junior Appraiser (DAVA) shall have a probation period of one (1) year.
- 42.14 Educational Incentive: Employees are entitled to a monthly salary differential of two and one-half percent (2.5%) of monthly base pay or a minimum of fifty dollars (\$50), whichever is greater, for possession of a certification for educational achievement from at least one of the following:
- a. American Institute of Real Estate Appraisers - Residential Member (RM) designation;
  - b. State Board of Equalization - Advanced Appraiser certification;
  - c. International Association of Assessing Officers - Residential Evaluation Specialist (RES);
  - d. Society of Auditor Appraisers - Master Auditor-Appraiser (MAA) designation; and
  - e. Society of Real Estate Appraisers - Senior Residential Appraiser (SRA) designation.
- 42.15 4/10 Summer Schedule: The Assessor will consider continuation of the annual 4/10 summer schedule, which begins when the Assessor declares and ends on October 31st of each year.
- 42.16 Life Insurance: Employees are covered at County expense by term life insurance in the amount of fifty-seven thousand (\$57,000) in addition to the insurance provided in Section 2.24.
- 42.17 Professional Development: Employees are eligible for reimbursement of up to six hundred and twenty-five dollars (\$625) for each two year period for memberships in professional organizations, subscriptions to professional publications, attendance fees at job-related professional development activities and purchase of job-related books, electronic calendars and organizers and computer software and hardware from a standardized County approved list or with Department Head approval, provided each employee complies with the provisions of the Computer Use and Security Policy adopted by the Board of Supervisors. Authorization for individual professional development reimbursement requests shall be made by the Department Head.
- 42.18 Deferred Compensation: Effective January 1, 2019, permanent employees are eligible for all of the deferred compensation benefits provided in Section 13.

42.19 Personal Holiday Credit: Employees are eligible to accrue two (2) hours of personal holiday credit each month in addition to those hours provided in Section 1.16(b), for a total of four (4) hours of personal holiday credit monthly.

42.20 Holidays Observed on Regular Day Off of Full-Time Employees on 4/10, 9/80, Flexible, and Alternate Work Schedule:

- a. When a holiday is observed by the County on the regularly scheduled day off of an employee who is on a 4/10, 9/80, flexible, or alternate work schedule, the employee is entitled to take eight (8) hours of flexible pay at the rate of 1.0 times his/her base rate of pay (not including differentials) or flexible compensatory time in recognition of his/her regularly scheduled day off.
- b. Flexible compensatory time may not be accumulated in excess of two hundred eighty-eight (288) hours. After 288 hours are accrued by an employee, the employee will receive flexible pay at the rate of 1.0 times his/her base rate of pay. Flexible compensatory time may be taken on those dates and times determined by mutual agreement of the employee and the Department Head or designee.
- c. Flexible compensatory time will be paid off only upon a change in status. A change in status includes separation, transfer to another department, reassignment to a permanent-intermittent position, or transfer assignment, or promotion or demotion into a position that is not eligible for flexible compensatory time.
- d. Employees who elect to receive flexible compensatory time must agree to do so for a full fiscal year (July 1 through June 30). The employee must notify their departmental payroll staff of any change in the election by May 31 of each year.
- e. The above provisions a-d of this Section supersede Section 1.13 "Holidays - Flexible, Alternate, 9/80, and 4/10 Work Schedules."

42.21 State Disability Insurance (SDI):

- a. General Provisions. Contra Costa County participates in the State Disability Insurance (SDI) program, which is administered by the State of California's Employment Development Department (EDD) and is subject to EDD's rules and procedures. Determination of SDI payments and eligibility to receive payments is at the sole discretion of the State of California. SDI payments are sent directly to the employee by the State of California. Employees in the Property Appraiser classifications identified in Section 42.10 who are eligible for SDI are required to file an SDI claim and to have any SDI payments integrated with the use of their sick leave



accruals as described below. Changes to the SDI program could affect the County's SDI Integration Program.

- b. Sick Leave Integration. Employees are required to use their sick leave accruals to the maximum extent possible to supplement the difference between the amount of the SDI payment and the employee's regular monthly salary. Integration of sick leave with SDI payments is automatic and cannot be waived. Integration applies to all SDI payments. When receiving SDI, the employee's Departmental payroll staff will make appropriate integration adjustments, including retroactive adjustments, if necessary. Employees must inform their Department of their application for SDI in a timely manner in order for the Department to make appropriate integration adjustments.

When there are insufficient sick leave accruals available to fully supplement the difference between the SDI payment and the employee's regular monthly salary, accruals other than sick leave may be used at the employee's option with the Department's approval. Sick leave and other accruals may be integrated only to the extent that the total combined SDI and accrual payments do not exceed the employee's regular monthly salary. When sick leave accruals are exhausted and no other accruals are used, integration with SDI payments terminates.

When SDI is exhausted, integration terminates. The employee then may continue to use sick leave without integration and/or other accruals.

Employees whose SDI claims are denied must present a copy of their claim denial to their Department. The Department will then authorize the use of unused sick leave and/or other accruals as appropriate.

- c. Method of Integration. For purposes of integration with SDI payments, all full-time employees' schedules will be converted to eight (8) hour/five (5) day weekly work schedules. Employees with a schedule that is less than full-time will have their sick leave integration adjusted accordingly.

#### **43. Probation – Longevity Differential:**

##### **43.10 Longevity Pay at 20 Years of County Service:**

In addition to the Longevity Pay provided in Section 12 of this resolution, employees in the classes set forth below are eligible to receive a one and a half percent (1.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the twenty (20) year service award. For those employees who have twenty years of service on or before July 1, 2016, this additional longevity differential will be paid prospectively only from July 1, 2016.

43.11 Eligible Classes:

This section applies only to the following classifications:

Assistant County Probation Officer- Exempt (7AB1)  
Chief Deputy Probation Officer (7ADC)  
Institutional Supervisor II (7KGA)  
Probation Manager (7AGB)  
Probation Director (7BFA)

**44. Probation - Safety Employees Retirement Tiers:**

44.10 Safety Tier A: The retirement formula of "3 percent at 50" applies to employees in the classifications set forth below who become Safety members of the Contra Costa County Employees Retirement Association (CCCERA) on or before December 31, 2012 or who, under PEPRA, become reciprocal members of CCCERA, as determined by CCCERA. The cost of living adjustment (COLA) to the retirement allowances of these employees will not exceed three percent (3%) per year. The final compensation of these employees will be based on a twelve (12) consecutive month salary average.

- a. Until July 1, 2012, each employee in Tier A will pay nine percent (9%) of his/her retirement base to pay part of the employer's contribution for the cost of Tier A retirement benefits.
- b. For the period of July 1, 2012 through and including December 31, 2014, each employee in Tier A will pay four and one half percent (4.5%) of his/her retirement base to pay part of the employer's contribution for the cost of Tier A retirement benefits.
- c. For the period of January 1, 2015 through and including June 29, 2015, each employee will pay two and one quarter percent (2.25%) of his/her retirement base to pay part of the employer's contribution for the cost of Tier A retirement benefits.
- d. Effective on June 30, 2015, each employee's payment of two and one quarter percent (2.25%) of his/her retirement base to pay part of the employer's contribution for the cost of Tier A retirement benefits will cease.

The payments set forth above will be made on a pre-tax basis in accordance with applicable tax laws. "Retirement base" means base salary and other payments, such as salary differential and flat rate pay allowances, used to compute retirement deductions.

44.11 Safety PEPRA Tier: For employees who become Safety New Members of the Contra Costa County Employees Retirement Association (CCCERA) on or

after January 1, 2013, retirement benefits are governed by the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statutes of 2012) and Safety Option Plan Two (2.7% @ 57) applies. For employees who become Safety New Members of CCCERA on and after January 1, 2016, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year and will be banked. To the extent that this resolution conflicts with any provision of PEPRA, PEPRA governs.

44.12 Eligible Classes:

This section applies only to the following classifications:

Assistant County Probation Officer-Exempt (7AB1)  
County Probation Officer-Exempt (7AA1)  
Chief Deputy Probation Officer (7ADC)  
Institutional Supervisor II (7KGA)  
Probation Manager (7AGB)  
Probation Director (7BFA)

- 45. Real Property Agent Advanced Certificate Differential:** Employees in the classifications of Assessor (DAA1), Assistant County Assessor-Exempt (DAB1), and Real Estate Manager-Exempt (DYD1) are entitled to receive a monthly differential in the amount of five percent (5%) of base monthly salary for possessing and maintaining either a valid Senior Member Certificate issued by the International Executive Committee of the International Right of Way Association (IRWA) or a certification issued by the Building Owners and Managers Institute (BOMI) with a designation as either a Real Property Administrator (RPA) or Facilities Management Administrator (FMA). Verification of eligibility will be by the Department Head or his/her designee. Eligibility for receipt of the differential begins on the first day of the month following the month in which eligibility is verified by the Department Head.

All employees who qualify for the Senior Member certificate must recertify every five (5) years with the International Right of Way Association in order to retain the Senior Member designation and continue to receive the differential. In order to recertify, a Senior Member must accumulate seventy-five (75) hours of approved education which may include successfully completing courses, attending educational seminars or teaching approved courses.

All employees who qualify for the RPA or FMA designation must recertify every three (3) years with BOMI in order to retain the RPA or FMA designation and continue to receive this differential. In order to retain certification, an employee must achieve eighteen (18) points of continuing professional development, which may include successfully completing courses, attending educational seminars, or teaching approved courses related to the industry.

- 46. Sheriff Sworn Management P.O.S.T.:**

- A. Incumbents of the classes of Sheriff-Coroner (6XA1), Undersheriff-Exempt (6XB4), Assistant Sheriff- Exempt (6XB2) and Commander-Exempt (6XD1) who possess the appropriate certificates beyond the minimum P.O.S.T. qualifications required in their class may qualify for one, and only one, of the following career incentive allowances:
  - 1. A career incentive allowance of two and one-half percent (2.5%) of monthly base pay will be awarded for the possession of a Management and/or Executive P.O.S.T. Certificate and possession of an approved Baccalaureate Degree.
  - 2. A career allowance of five percent (5%) of monthly base pay will be awarded for the possession of a Management and/or Executive P.O.S.T. Certificate and possession of an approved Master's Degree.
- B. Incumbents in the class of Chief of Police-Contract Agency-Exempt who possess the appropriate certificates beyond the minimum P.O.S.T. qualifications required in their class may qualify for one, and only one, of the following career incentive allowances:
  - 1. A career incentive allowance of two and one-half percent (2.5%) of monthly base pay will be awarded for the possession of an Advanced P.O.S.T. Certificate.
  - 2. A career incentive allowance of five percent (5%) will be awarded for the possession of an Advanced P.O.S.T. Certificate and possession of an approved Baccalaureate or Master's Degree.

**47. Sheriff Continuing Education Allowance:** Sheriff's Department employees in the classifications of Sheriff's Fiscal Officer (APSA) and Sheriff's Chief of Management Services (APDC) are eligible to receive a Continuing Education Allowance of two and one-half percent (2.5%) of base monthly salary for any fiscal year in which they complete at least sixty (60) hours of education or training or at least three(3) semester units of college credit or a combination thereof, approved by the department, subject to all of the following conditions:

- A. An application must be submitted in advance, to the Sheriff's Department prior to the fiscal year in which the education or training will occur.
- B. The education or training must be directly related to the technical or Management duties of the employee's job.
- C. The course must be reviewed and approved in advance by the Sheriff's Department Standards and Resources Bureau.
- D. The employee must show evidence of completion with a passing grade.

**48. Sheriff Emergency Services Standby Differential:** Employees in the classification of Emergency Planning Specialist-Exempt (9GS1) who perform standby duty for the

Office of Emergency Services at least one (1) week per month, are entitled to receive a differential in the amount of two and one-half percent (2.5%) of base monthly salary.

**49. Sheriff Law Enforcement Longevity Differential:**

49.10. 15 Years of Sworn County Service: Incumbents in the classifications of Undersheriff-Exempt (6XB4), Assistant Sheriff- Exempt (6XB2), Commander-Exempt (6XD1), and Chief of Police-Contract Agency-Exempt (6XF1) are eligible for a differential of five percent (5%) of base monthly salary upon completion of fifteen (15) years of County service as a full-time, permanent, sworn law enforcement officer.

49.11. 20 Years of Sworn County Service: Incumbents in the classifications of Undersheriff-Exempt (6XB4), Assistant Sheriff- Exempt (6XB2), Commander-Exempt (6XD1), and Chief of Police-Contract Agency-Exempt (6XF1) are eligible for a differential of two percent (2%) of base monthly salary upon completion of twenty (20) years of County service as a full-time, permanent, sworn law enforcement officer. For employees who completed twenty (20) years of such service on or before September 1, 2013, this longevity differential will be paid prospectively only from September 1, 2013.

**50. Sheriff Uniform Allowance:** The Sheriff-Coroner (6XA1), Undersheriff-Exempt (6XB4), Assistant Sheriff- Exempt (6XB2), Commander-Exempt (6XD1), Chief of Police-Contract Agency-Exempt (6XF1) and non-sworn management employees in the Sheriff-Coroner's Department will be paid a uniform allowance in the amount of eight hundred seventy-two dollars (\$872) per year effective July 1, 2007, payable one-twelfth (1/12) of the yearly total in monthly pay warrants. The non-sworn management employees eligible for this uniform allowance are: Sheriff's Fiscal Officer (APSA) and Sheriff's Chief of Management Services (APDC/APD2).

**51. Sheriff - Detention Division Meals:** Employees assigned to the Detention Division will have fifteen dollars (\$15.00) per month deducted from their pay checks in exchange for meals provided by the Department. The employee may choose not to eat facility food. In that case, no fees will be deducted.

**52. Sheriff - Safety Employees Retirement Tiers:**

52.10. Safety Tier A: The retirement formula of "3 percent at 50" applies to employees in the classifications set forth below, who are employed by the County as of December 31, 2006. The cost of living adjustment (COLA) to the retirement allowances of these employees will not exceed three percent (3%) per year. The final compensation of these employees will be based on a twelve (12) consecutive month salary average. Safety Tier A is closed to all employees initially hired by Contra Costa County after December 31, 2006.

52.11 Safety Tier C: The retirement formula of "3 percent at 50" applies to employees in the classifications set forth below, who are hired by the County

after December 31, 2006 and on or before December 31, 2012, or who, under PEPRA, become reciprocal members of CCCERA, as determined by CCCERA. The cost of living adjustment (COLA) to the retirement allowances of these employees will not exceed two percent (2%) per year. The final compensation of these employees will be based on a thirty-six (36) consecutive month salary average.

- 52.12 Safety PEPRA Tier: For employees who become Safety New Members of the Contra Costa County Employees Retirement Association (CCCERA) on or after January 1, 2013, retirement benefits are governed by the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statutes of 2012) and Safety Option Plan Two (2.7% @ 57) applies. The cost of living adjustment to the retirement allowances of these employees will not exceed two percent (2%) per year and will be banked. To the extent that this resolution conflicts with any provision of PEPRA, PEPRA governs.
- 52.13 Employees with more than 30 years of Service: Commencing January 1, 2007, employees in the classifications set forth below and designated by the Contra Costa County Employees' Retirement Association as safety members with credit for more than thirty (30) years of continuous service as safety members, will not make payments from their retirement base to pay part of the employer's contribution towards the cost of Safety Tier A.
- 52.14 Retirement Tier Elections: If members of the Deputy Sheriffs' Association have the opportunity to elect different retirement tiers, employees in the classifications set forth below and employed by the County as of December 31, 2012, will be offered the same opportunity to elect the new Safety PEPRA Tier at the same time and on the same terms and conditions as are applicable to members of the Deputy Sheriffs' Association.
- 52.15 Eligible Classes.

This section applies only to the following classifications:

Sheriff-Coroner (6XA1)  
Undersheriff-Exempt (6XB4)  
Assistant Sheriff-Exempt (6XB2)  
Commander-Exempt (6XD1)  
Chief of Police-Contract Agency-Exempt (6XF1)

**53. Safety Employees Retirement Tiers (Miscellaneous Safety Classifications) Benefit**

- 53.10 Safety Tier A: The retirement formula of "3 percent at 50" applies to employees in the classifications set forth below who become Safety members of the Contra Costa County Employees Retirement Association (CCCERA) on or before December 31, 2012, or who under PEPRA, become reciprocal members of CCCERA as determined by CCCERA. The cost of living

adjustment (COLA) to the retirement allowances of these employees will not exceed three percent (3%) per year. The final compensation of these employees will be based on a twelve (12) consecutive month salary average.

- a. Until September 1, 2013, each employee in Tier A will pay nine percent (9%) of his/her retirement base to pay part of the employer's contribution for the cost of Tier A retirement benefits.
- b. For the period September 1, 2013, through and including December 31, 2014, each employee in Tier A will pay four and one half (4.5%) of his/her retirement base to pay part of the employer's contribution for the cost of Tier A retirement benefits.
- c. For the period January 1, 2015, through and including June 30, 2015, each employee in Tier A will pay two and a quarter percent (2.25%) of his/her retirement base to pay part of the employer's contribution for the cost of the Tier A retirement benefit.
- d. Effective June 30, 2015, these payments will cease

The payments set forth above will be made on a pre-tax basis in accordance with applicable tax laws. "Retirement base" means base salary and other payments, such as salary differential and flat rate pay allowances used to compute retirement deductions.

53.11 Safety PEPRA Tier: For employees who become safety New Members of the Contra Costa County Employees Retirement Association (CCCERA) on or after January 1, 2013, retirement benefits are governed by the California Public Employees' Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statutes of 2012) and Safety Option Plan Two (2.7% @ 57) applies. For employees hired by the County on or after January 1, 2014, who under PEPRA, become safety New Members of CCCERA, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year and will be banked. To the extent that this resolution conflicts with any provision of PEPRA, PEPRA governs.

53.12 Eligible Classes.

This section applies only to the following classifications:

Assistant Chief Public Service Officer (64BA)  
Director of Hazardous Materials Program-Exempt (VLD2)

54. **Treasurer-Tax Collector Professional Development Differential**: Treasurer-Tax Collector employees in one of the classifications listed below are eligible to receive a monthly differential equivalent to five percent (5%) of base salary for possession of at least one (1) of the following specified professional certifications and for completion of required continuing education requirements associated with the individual certifications. Verification of eligibility for any such differential must be

provided to the Auditor in writing by the Treasurer-Tax Collector or his/her designee. Under this program, no employee may receive more than a single five percent (5%) differential at one time, regardless of the number of certificates held by that employee.

This section applies only to the following classifications:

Treasurer-Tax Collector (S5A1)  
Treasurer's Investment Officer-Exempt (S5S3)  
Assistant County Treasurer-Exempt (S5B4)  
Assistant County Tax Collector (S5DF)  
Chief Deputy Treasurer Tax Collector-Exempt (S5B2)

Qualifying Certificates:

Certified Cash Manager (C.C.M.)  
Certified Financial Planner (C.F.P.)  
Certified Government Planner (C.G.F.P.)  
Certified Treasury Manager (C.T.M.)  
Chartered Financial Analyst (C.F.A.)

**55. Executive Assistant to the County Administrator Differential:** At the discretion of the County Administrator, an employee in the classification of Executive Assistant II to the County Administrator- Exempt (J3H2) is eligible to receive a monthly differential equivalent to five percent (5%) of base salary while the employee is performing work on special project assignments. Verification of eligibility for any such differential must be provided to the Auditor in writing by the County Administrator or his/her designee.

**56. Countywide Accounting Differential:** Employees in the classifications of Auditor – Controller Division Manager (SADD) and Assistant County Auditor Controller (SAB1) working in the Office of the Auditor-Controller are eligible to receive a monthly differential equivalent to five percent (5%) of base salary in recognition of the increased responsibility involved in ensuring the system-wide fiscal integrity of the County and its dependent special districts.

**V. TEMPORARY AND PER DIEM EMPLOYEES EXCLUDED.**

Parts I through IV above do not apply to temporary and per diem employees. Benefits for temporary and per diem employees are only those provided in Appendix I "Benefits for Temporary and Per Diem Employees," attached.

[EXHIBITS AND APPENDIX ATTACHED]



Exhibit A

<b>Job Code</b>	<b>Classification</b>
SADD	AC Division Manager
AJGA	Ada Manager
AP7A	Administrative Aide-Deep Class
AP73	Administrative Aide-Project
APDB	Administrative Svcs Officer
XQD2	Aging/Adult Svcs Director-Ex
BKS1	Animal Clinic Veterinarian-Ex
BJD2	Animal Services Captain-Ex
JJNG	Assessor's Clerical Staff Mngr
VCS1	Assist To Hlth Svc Dir - Ex
9MD3	Assistant Director-Project
DATA	Assoc Appraiser
BAB1	Asst Agr Com/Wts/Meas-Exempt
DAVA	Asst Appraiser
LTB1	Asst Chief Info Officer - Ex
64BA	Asst Chief Public Svc Officer
7AB1	Asst Co Prob Off - Exempt
ADB4	Asst County Administrator
DAB1	Asst County Assessor-Exe
SAB1	Asst County Auditor Controlle
ALB3	Asst County Clerk-Recorder -Ex
2ED1	Asst County Counsel-Exempt
3AB1	Asst County Librarian-Exempt
ALB1	Asst County Registrar-Exempt
S5DF	Asst County Tax Collector
S5B4	Asst County Treasurer-Exempt
5AH5	Asst Dep Dir, Conserv & Dev-Ex
VCB1	Asst Dir Of Health Svcs
AGB1	Asst Dir Of Human Resources-Ex
XAD7	Asst Dir-Policy & Planning-Ex
2KD3	Asst District Attorney-Exempt
LBD4	Asst HS IT Dir-App Dev-Ex
LBD2	Asst HS IT Dir-Customer Supp-E
LBD7	Asst HS IT Dir-Info Security-E
LBD3	Asst HS IT Dir-Infrastruct-Ex
LBD1	Asst HS IT Dir-Project Mgmt-Ex
25D2	Asst Public Defender-Exempt
AJDP	Asst Risk Manager
6XB2	Asst Sheriff-Exempt
ADBA	Asst To The County Admin
29TA	Attorney Advance-Child Sppt Svc
29VA	Attorney Basic-Child Sppt Svcs
29WA	Attorney Entry-Child Sppt Svcs
J995	Bd Of Supvr Asst-Chief Asst
J992	Bd Of Supvr Asst-Gen Office
J993	Bd Of Supvr Asst-Gen Secretary
J994	Bd Of Supvr Asst-Specialist
ADT2	Capital Facilities Analyst-Prj
VPD4	CCHP Medical Director-Exempt
VCB2	CCRMC Chief Exec Ofc - Exempt
5ABD	Chf, Anex And Econ Stm Prog
JJDA	Chief Assistant Clerk-BOS
2ED2	Chief Asst County Counsel
SMBA	Chief Asst Director/Dcss

Exhibit A

<b>Job Code</b>	<b>Classification</b>
2KD2	Chief Asst District Attorney-E
25D1	Chief Asst Public Defender
7ADC	Chief Dep Probation Officer
AXD1	Chief Dep Public Admin-Exempt
S5B2	Chief Dep Treasure/Tax Coll-Ex
XAB1	Chief Deputy Director-Exempt
NAB1	Chief Deputy Pw Director-Ex
VCB3	Chief Executive Officer-CCHP-E
6EH1	Chief Investigator Pd-Exempt
S5BC	Chief Investment Officer
LWS1	Chief IT Security Officer-Ex
VPS4	Chief Medical Officer - Exempt
VWD2	Chief Nursing Officer-Exempt
APDK	Chief of Administrative Svcs
AGD3	Chief Of Labor Relations - Ex
VAD3	Chief of Plant Operations - Ex
BKD1	Chief of Shelter Medicine-EX
VWD1	Chief Operations Officer-Exemp
6XF1	Chief Police-Contract Agncy-Ex
ADS2	Chief Public Commun Officer-Ex
VAB2	Chief Quality Officer-Exempt
25DB	Chief Trial Deputy Public Def
9JS2	Child Nutrt Div Nutri-Project
9JS3	Child Nutrt Food Oper Supv-Prj
9CDA	Child Spprt Svcs Manager
XAD5	Children And Family Svcs Dir-E
9MH1	Children Svcs Mgr-Project
2ETG	Civil Litig Atty-Advanced
2ETE	Civil Litig Atty-Basic Lvl
2ETF	Civil Litig Atty-Standard
AJD2	Cnty Cmpln HIPAA Pvcy Ofcr -Ex
6XD1	Commander-Exempt
CCD1	Community Svcs Director-Exempt
CCHA	Community Svcs Personnel Admin
9J71	Community Svcs Personnel Tech
9MS7	Comprehensive Svcs Asst Mgr-Pr
9MS3	Comprehensive Svcs Man -Prj
NAF1	County Surveyor-Exempt
CJH3	Cs Mental Hlth Clin Supv-Proj
APDD	DA Chief Of Administrative Svc
6KD1	DA Chief Of Inspectors-Exempt
6KDC	DA Dir Of Forensic & Tech Svcs
6KNB	DA Lieutenant Of Inspectors
JJGE	DA Manager Of Law Offices
JJHG	DA Office Manager
J3T7	DA Program Assistant-Exempt
4AD1	Dep Dir Of Conserv & Dev-Ex
APSA	Departmental Fiscal Officer
ARVA	Departmental HR Analyst I
ARTA	Departmental HR Analyst II
APG1	Dept. Pers. Officer - Exempt
ADSH	Deptl Comm & Media Rel Coord
JJHD	Deputy Clerk-Board Of Supv
ALB2	Deputy Co Clerk-Recorder-Ex

Exhibit A

<b>Job Code</b>	<b>Classification</b>
2ETK	Deputy Co Counsel-Advanced
2ET3	Deputy Co Counsel-Advanced-Ex
2ETH	Deputy Co Counsel-Basic
2ET1	Deputy Co Counsel-Basic-Exempt
2ETJ	Deputy Co Counsel-Standard
2ET2	Deputy Co Counsel-Standard-Ex
3AFE	Deputy Co Librarian
3AFG	Deputy Co Librarian-Supt Svcs
5AB2	Deputy Dir Com Dev/Curr-Ex
5AH2	Deputy Dir Com Dev/Trans-Ex
LTD1	Deputy Dir/Info Technology-Exe
ADD7	Deputy Director Of Orj-Project
2KWF	Deputy District Attorney-Ft-FI
VCD2	Deputy Executive Dir/CCHP-Ex
NAD8	Deputy General Svcs Director/E
NAD0	Deputy Public Works Director-E
VRG1	Dir Mktg/Mem Svcs & Pr-CCHP-Ex
VQD4	Dir Of Mental Health Svcs-Ex
VAD1	Dir Of Patient Fin Svcs-Exempt
ADD5	Dir Office Child Svcs - Ex
9BD1	Director Of Airports
VLD1	Director Of Env Health Svcs-Ex
VLD2	Director Of Haz Mat Program-Ex
5AB1	Director Of Redevel-Exempt
SMD1	Director Of Revenue Collection
ADSB	Director Office Of Comm/Media
5AH6	Economic Dev Manager - Exempt
XAD9	EHS Chief Financial Off - Ex
XAD2	EHS Deputy Bureau Director-Ex
XAD6	EHS Director Of Admin-Exempt
X762	EHS Workforce Dev Youth Wkr-Pj
VAD2	Emerg Med Svcs Dir - Exempt
9GS1	Emergency Planning Spec-Exempt
AGVG	Employee Benefits Analyst
AGD2	Employee Benefits Manager
AGSC	Employee Benefits Specialist
AJHA	Employee Benefits Supervisor
AJDB	Equal Employment Oppt Officer
J3V2	Exec Asst I To Co Adminis-Ex
J3H2	Exec Asst II To Co Adminis-Ex
J3T6	Exec Secretary/ Merit Board
J3T5	Exec Secretary-Exempt
J3TJ	Executive Secretary-Dcss
VPS2	Exempt Med Stf Podiatrist
LBSE	Financial Systems Manager
APDE	Fire District Chief/Admin Svcs
6CW1	Forensic Analyst-Project
VASH	Health Equity Program Manager
VRGC	Health Plan Dir Comp & Gov Rel
VCS3	Health Plan Services Asst-Ex
LBB3	Health Svcs IT Director-Ex
AGD4	HR Manager - Exempt
AGSE	HR Systems Analyst
AGTG	HR Systems Specialist

Exhibit A

<b>Job Code</b>	<b>Classification</b>
AGDG	HRIS Administrator
AGVF	Human Resources Consultant
AGDF	Human Resources Project Mngr
AG7B	Human Resources Technician
7KGA	Inst Supervisor II
DAWA	Junior Appraiser
ADSI	Labor Relations Analyst I
ADSJ	Labor Relations Analyst II
AD7C	Labor Relations Assistant
ADD6	Labor Relations Manager-Exempt
5ASF	Land Information Bus Ops Mngr
AJHC	Leave And ACA Admin
6KWG	Lieutenant Of Insp-Welf Fraud
ADVB	Management Analyst
ADD4	Manager Cap Fac/Debt Mgmt-Ex
VCA2	Medical Director
SAHM	Payroll Systems Administrator
AGDE	Personnel Services Supervisor
AP7B	Personnel Technician
ADNC	Principal L/R Analyst
ADHB	Principal Management Analyst
APDJ	Probation Chief Of Admin Svcs
7BFA	Probation Director
7AGB	Probation Manager
STD1	Procurement Svcs Manager-Ex
ADS1	Public Information Officer
APDF	Pw Chief Of Fiscal Services
5AH4	Redevelopment Proj Manager-Prj
APHB	Research and Eval Manager
VPD5	Residency Director-Exempt
AJD1	Risk Manager
AJH1	Risk Mgmt Training Coord-Prj
AVS4	Sbdc Business Consultant-Prj
AVD3	Sbdc Director-Project
CCG1	School Readiness Prog Coor-Prj
J3S2	Secretary To Undersheriff
NSGA	Senior Land Surveyor
ADTD	Senior Management Analyst
APD2	Sheriff's Chf Of Mgnt Svcs -Ex
J3T0	Sheriff's Executive Asst-Ex
ADB5	Special Asst To The Co Admn-Ex
ADDH	Sr Deputy County Administrator
2KD1	Sr Deputy District Attorney-Ex
2ED3	Sr Financial Counselor-Exempt
AGTF	Sr Human Resources Consultant
29HA	Supervising Attorney-Dcss
S5S3	Treasurer's Invest Officer-Ex
6XB4	Undersheriff-Exempt
EBW1	Voter Edu & Engmt Asst - Prj
EBV1	Voter Edu & Engmt Spec-Prj
9KN3	Weatherization/Hm Repair Supv
XAD4	Workforce Inv Bd Exc Dir-Ex
XAD3	Workforce Svcs Director-Exempt

Exhibit B

<b>Job Code</b>	<b>Classification</b>
DATA	Assoc Appraiser
DAVA	Asst Appraiser
9JS2	Child Nutrt Div Nutri-Project
2KWF	Deputy District Attorney-Ft-FI
X762	EHS Workforce Dev Youth Wkr-Pj
VPS2	Exempt Med Stf Podiatrist
6CW1	Forensic Analyst-Project
DAWA	Junior Appraiser
EBW1	Voter Edu & Engmt Asst - Prj

Exhibit C

<b>Job Code</b>	<b>Classification</b>
BAA1	Agricultural Com-Dir Wts/Meas
DAA1	Assessor
SAA1	Auditor-Controller
ADA1	Bd Of Supvr Member
ADB1	Chief Asst County Admin
LTA1	Chief Info Off/Dir Of Info Tec
ALA1	Clerk Recorder
ADA2	County Administrator
2EA1	County Counsel
ADB6	County Finance Director-Ex
3AAA	County Librarian
7AA1	County Probation Officer-Ex
96A1	County Veterans' Svcs Officer
4AA1	Dir Of Conservation & Devlp-Ex
BJA1	Director Of Animal Serv-Exempt
SMA1	Director Of Child Support Svcs
NAA2	Director Of General Services-E
VCA1	Director Of Health Services
AGA2	Director Of Human Resources-Ex
XAA2	Director-EHSD-Exempt
2KA1	District Attorney
RPA1	Fire Chief-Contra Costa
25A1	Public Defender
NAA1	Pw Director
6XA1	Sheriff-Coroner
S5A1	Treasurer-Tax Collector

Exhibit D

<b>Department Head</b>	<b>Job Code</b>	<b>Chief Assistant Department Head</b>	<b>Job Code</b>
Agricultural Commissioner/ Director of Weights and Measures	BAA1	Assistant Deputy Agricultural Commissioner/Sealer of Weights and Measures-Exempt	BAB1
Assessor	DAA1	Assistant County Assessor	DAB1
Director of Human Resources	AGA2	Assistant Director of Human Resources	AGB1
Auditor-Controller	SAA1	Assistant County Auditor-Controller	SAB1
Board of Supervisors Member	ADA1	No Chief Assistant	
Chief Information Officer/ Director of Information Technology	LTA1	No Chief Assistant	
Clerk Recorder	ALA1	Assistant County Registrar	ALB1
		Assistant County Clerk-Recorder	ALB3
		Deputy County Clerk-Recorder-Exempt	ALB2
County Administrator	ADA2	Chief Assistant County Administrator	ADB1
		County Finance Director	ADB6
County Counsel	2EA1	Excluded Classification	
County Librarian	3AAA	Deputy County Librarian - Public Services	3AFE
		Deputy County Librarian - Support Services	3AFG
County Probation Officer	7AA1	Asst County Probation Officer	7AB1
County Veterans' Services Officer	96A1	No Chief Assistant	
Director-EHSD-Exempt	XAA2	Agging/Adult Svcs Director	XQD2
		Children and Family Svcs Director	XAD5
		Community Svcs Director	CCD1
		EHS Director of Admin	XAD6
		Workforce Inv Bd Exec Director	XAD4
Director of Animal Services	BJA1	Deputy Director of Animal Services	BJD1
Director of Child Support Services	SMA1	Chief Assistant Director of Child Support Services	SMBA
Director of Conservation and Development	4AA1	Deputy Director of Community Development/Transportation-Exempt	5AH2
		Deputy Director of Conservation and Development	4AD1
Director of Health Services	VCA1	No Chief Assistant	
District Attorney	2KA1	Excluded Classification	
Public Defender	25A1	Excluded Classification	
Public Works Director	NAA1	Chief Deputy Public Works Director	NAB1
Sheriff-Coroner	6XA1	Undersheriff	6XB4
Treasurer-Tax Collector	S5A1	Chief Deputy Treasurer-Tax Collector	S5B2

Exhibit E

<b>Job Code</b>	<b>Classification</b>
6XB2	Asst Sheriff-Exempt
6XF1	Chief Police-Contract Agency-Ex
6XD1	Commander-Exempt
6XA1	Sheriff-Coroner
6XB4	Undersheriff-Exempt



# APPENDIX I

## **BENEFITS FOR UNREPRESENTED TEMPORARY AND PER DIEM EMPLOYEES**

### **1. Definitions**

**1.10 Temporary Employment:** Any employment which will require the services of an incumbent for a limited period of time, paid on an hourly basis, not in an allocated position or in permanent status.

**1.11 Per Diem Employment:** Per diem employment is any employment that requires the services of a person on a daily basis, and that person is paid on an hourly basis and his/her classification has "per diem" in its title.

**1.12 Covered Units:** This Appendix I applies to anyone who is a temporary or per diem employee in one of the units listed on Exhibit G.

### **2. Days and Hours of Work**

**2.10 Schedule:** Temporary and per diem employees are eligible to work a maximum of twenty five (25) hours per week with the exception of the following:

1. Employees assigned to the Attorney classifications listed in Exhibit F.
2. Employees assigned to a classification listed in Exhibit G in unit BD- Management, Classified and Exempt Department Heads.
3. Employees assigned to the classifications of: Deputy Sheriff-Per Diem (6XWC); District Attorney Senior Inspector (6KVA); District Attorney Senior Inspector Welfare Fraud (6KVD); and District Attorney Inspector-Welfare Fraud (6KWF).
4. Employees in the Health Services Department assigned to the classifications of: Nursing Shift Coordinator-Per Diem (VWHD); temporary Exempt Medical Staff Physician (VPW9); Administrative Intern (AP9A), but only if working in the Mental Health Program.
5. Employees in the Public Defender's Office assigned to the classification of Student Intern (998E), but only while such employees are working on death penalty cases.
6. Student Interns (998 A-E) may work up to twenty (20) hours per week, except for summer break. During summer break, Student Interns may work up to forty (40) hours per week for up to twelve (12) weeks. For purposes of this section 2.10, "summer break" means May through September.

# APPENDIX I

## 7. Retiree temporary employees.

- 2.11 Workweek:** The workweek begins at 12:01 a.m. on Monday and ends at 12 midnight on Sunday.
- 2.12 Time Reporting/Time Stamping:** Temporary and per diem employees must timestamp in and out as they begin their work shifts, finish their work shifts, and take meal periods.

## **3. Salary Administration-Payment**

- 3.10 Hourly Rate:** The hourly rate paid to temporary and per diem employees will be the “1.00 hourly rate” calculated on the salary schedule by dividing the unrounded monthly salary at any step by 173.33.
- 3.11 New Employee Step:** Except as otherwise permitted in deep class resolutions, temporary and per diem employees will generally be appointed at the minimum step of the salary range established for the particular class to which the appointment is made. However, the Human Resources Director may authorize an appointing authority to make a particular temporary appointment at a step above the minimum of the range.
- 3.12 Payment:** Temporary and per diem employees are paid on the 10<sup>th</sup> of each month for the previous month (16<sup>th</sup> to end of the month) and on the 25<sup>th</sup> of each month for the 1<sup>st</sup> to the 15<sup>th</sup> of the current month. Temporary and per diem employees require “Positive” reporting of all hours to be paid.
- 3.13 Pay Warrant Errors:** If an employee receives a pay warrant which has an error in the amount of compensation to be received and if this error occurred as a result of a mistake by the Auditor-Controller’s Office, it is the policy of the Auditor-Controller’s Office that the error will be corrected and a new warrant issued within forty-eight (48) hours, exclusive of Saturdays, Sundays and Holidays from the time the department is made aware of and verifies that the pay warrant is in error.

Pay errors discovered by the County in employee pay will be corrected prospectively as soon as possible as to current pay rate.

No recovery of either overpayments or underpayments to an employee will be made retroactively except for the six (6) month period immediately preceding discovery of the pay error. This provision will apply regardless of whether the error was made by the employee, the Appointing Authority or designee, the Director of Human Resources or designee, or the Auditor-Controller or designee. Recovery of fraudulently accrued over or underpayments are excluded from this section for both parties.

## APPENDIX I

The County will notify an employee of an overpayment and repayment schedule.

When the County notifies an employee of an overpayment and a proposed repayment schedule, the employee may accept the proposed repayment schedule or may request a meeting through the County Human Resources Department. If requested, a meeting shall be held to determine a repayment schedule which shall be no longer than three (3) times the length of time the overpayment occurred.

- 3.14 Overtime Pay:** Temporary and per diem employees will be paid overtime pay in accordance with the Fair Labor Standards Act method for computing overtime for any authorized work performed in excess of forty (40) hours per week. Work performed does not include non-worked hours.

#### **4. Salary Increments within Range**

- 4.10 Increment Eligibility and Salary Review:** All temporary and per diem employees will accumulate a record of straight time hours worked for the purpose of a salary review to determine whether the employee will be advanced to the next higher salary step in the salary range for the classification. Advancement to a higher step will be granted only on the affirmative recommendation of the appointing authority, based on satisfactory performance by the employee. The appointing authority may recommend either granting or denying the salary increment for the increment.

Temporary and per diem employees hired at Step 1 of the salary range for their classification will be eligible for a salary review as described above after completion of 1040 straight time hours worked. Employees will be eligible for additional salary review after accumulation of an additional 2080 straight time hours.

No provision of this section will be construed to make the granting of salary increments mandatory on the County.

- 4.11 Frequency of Increments:** Increments within range will not be granted more frequently than once per every 2080 straight time hours worked by a temporary or a per diem employee.
- 4.12 Effective Date:** Step increases resulting from an approved salary review will be effective the first of the month following completion of 2080 straight time hours worked and return of the salary review report to the Human Resources Department.

## APPENDIX I

### **5. Special Pays and Benefits**

Temporary and per diem employees, other than physicians, may be eligible for certain special types of pays and benefits, in addition to wages, under specifically defined circumstances. Those special pays and benefits that are applicable to certain temporary and per diem employees are specified under this Section 5 "Special Pay and Benefits." If a special pay or benefit is not listed in this Appendix then that special pay or benefit does not apply to temporary or per diem employees.

**5.10 Overtime Pay Nursing Shift Coordinator- Per Diem (VWHD):** Per Diem employees in the classification of Nursing Shift Coordinator- Per Diem (VWHD) who work on a holiday are entitled to receive overtime pay at the rate of one and one-half (1.5) times his/her hourly rate for all hours worked on the holiday, up to a maximum of eight (8) hours.

**5.11 Shift Differential:** Temporary employees in the classification of Student Worker (999E) and per diem employees in the classification of Nursing Shift Coordinator- Per Diem (VWHD) will receive a shift differential of five percent (5%) of base rate of pay when the employee is scheduled to work for four (4) or more hours between 5:00p.m. and 9:00a.m.

In order to receive the shift differential, the employee must start work between the hours of midnight and 5:00a.m. or between 11:00a.m. and midnight on the day the shift is scheduled to begin. Hours worked in excess of the employee's scheduled workday will count towards qualifying for the shift differential, but the employee will not be paid the shift differential on any excess hours worked.

**5.12 Evening Shift Differential:** Temporary employees in the classification of Family Nurse Practitioner (VWSB) and a per diem employees in the classification of Nursing Shift Coordinator- Per Diem (VWHD) will receive a shift differential of twelve (12%) of the employee's base hourly rate of pay for the employee's entire shift designation when the employee works four (4) or more hours between 5:00 p.m. and 11:00 p.m. In order to receive the shift differential the employee must start work between 11:00 a.m. and 12:00 midnight on the day the shift is scheduled to begin. Hours worked in excess of the employee's shift designation will count towards qualifying for the shift differential but the employee will not be paid the shift differential on any hours worked in excess of the employee's shift designation.

## APPENDIX I

**5.13 Night Shift Differential:** Temporary employees in the classification of Family Nurse Practitioner (VWSB) and a per diem employee in the classification of Nursing Shift Coordinator- Per Diem (VWHD) will receive a shift differential of fifteen percent (15%) of the employee's base hourly rate of pay for the employee's entire shift designation when the employee works four (4) or more hours between 11:00 p.m. and 9:00 a.m. In order to receive the shift differential the employee must start work between the hours of 7:00 p.m. and 12:00 midnight or 12:00 midnight and 8:00 a.m. on the day the shift is scheduled to begin. Hours worked in excess of the employee's shift designation will count towards qualifying for the shift differential but the employee will not be paid the shift differential on any hours worked in excess of the employee's shift designation.

**5.14 Weekend Shift Differentials:** Temporary employees in the classifications Library Student Assistant-Exempt (3KW2) and Library Aide-Exempt (3KW4) may receive a shift differential of five percent (5%) of the employee's base hourly rate of pay for all hours worked on a Saturday. Said five percent (5%) differential will not apply to an overtime hours worked on Saturday.

Temporary employees in the classifications Library Student Assistant-Exempt (3KW2) and Library Aide-Exempt (3KW4) may receive a shift differential of seven and one-half percent (7.5%) of the employee's based rate of pay for all hours worked on a Sunday. Said seven and one-half percent (7.5%) differential will not apply to overtime hours worked on Sundays.

**5.15 Hospital and Clinics Division Weekend Shift Differential:** Temporary employees in the classification of Family Nurse Practitioner (VWSB) who work in the Hospital and Clinic divisions will be paid an additional ten dollar (\$10.00) per hour if assigned a shift within the following timeframe, FRI 11PM TO SUN 11PM.

**5.16 Morning Watch Shift Differential:** Temporary employees in the classification of Dispatcher I (64WK) and Dispatcher II (64WM) may receive Morning Watch Shift Differential of three percent (3%) of base rate of pay for the employee's entire scheduled shift when the employee works four (4) or more hours between the hours of 0000 and 0800.

The Morning Watch is defined as time worked between the hours of 0000 hours and 0800 hours.

## APPENDIX I

- 5.17 Evening Watch Shift Differential:** Temporary employees in the classification of Dispatcher I (64WK) and Dispatcher II (64WM) may receive an Evening Watch Shift Differential of five percent (5%) of base rate of pay for the employee's entire scheduled shift when the employee works four (4) or more hours between 1600 and 0000 hours.

The Evening Watch is defined as time worked between 1600 hours and 0000 hours.

Hours worked in excess of the employee's scheduled workday will count toward qualifying for the Morning Watch Shift Differential and Evening Watch Shift Differential, but the employee will not be paid the differential on any excess hours worked.

- 5.18 Code Gray/STAT Team Differential:** Per Diem employees in the classification of Nursing Shift Coordinator- Per Diem (VWHD) who are assigned by hospital administration to respond to emergency Code Gray calls as a member of the STAT Team are entitled to a differential of ten percent (10%) of the employee's base rate of pay (not including differentials).

- 5.19 School Security Detail:** Temporary employees in the classification of Deputy Sheriff Reserve (6XW3) who are assigned to events held within the San Ramon Valley School district will receive \$20.00 per hour.

- 5.20 County Fair Assignment:** Temporary employees in the classification of Deputy Sheriff Reserve (6XW3) who are assigned to the annual Contra Costa County Fair will receive \$25.00 per hour.

### **6. Special Pays for Temporary Physicians**

- 6.10 Emergency Room Pay:** A temporary physician working in the Emergency Room will be paid the following differentials in addition to his/her regular pay.

Monday – Thursday 7:00 am-11:00 pm \$14 per hour

Friday 7:00 am-7:00 pm \$14 per hour

Monday – Thursday 11:00 pm – 7:00 am \$42 per hour

Friday, Saturday, Sunday 7:00 pm – 7:00 am \$56 per hour

Saturday, Sunday 7:00 am – 7:00 pm \$28 per hour

Holidays worked in the Emergency Room will be paid an additional \$28 per hour between 7:00 am and 7:00 pm. Holidays worked in the Emergency Room will be paid an additional \$56 per hour between 7:00 pm and 7:00 am.

## APPENDIX I

- 6.11 Weekend Rounds Differential:** A temporary physician is eligible for this differential when the temporary physician works unscheduled rounds at the hospital between the hours of 11:00 pm on Friday and 11:00 pm on Sunday.

This differential is paid at the rate of 1.0 times his/her base rate of pay (not including differentials) plus \$42 per hour, with a minimum pay of three (3) hours. However, only a single three (3) hour minimum will be allowed for each 24 hour period.

**6.12 (Reserved)**

- 6.13 Holiday Rounds Differential:** A temporary physician is eligible for this differential when the physician works unscheduled rounds at the hospital on a holiday observed by the County.

This differential is paid at the rate of 1.0 times his/her base rate of pay (not including differentials) plus \$42 per hour, with a minimum pay of three (3) hours. However, only a single three (3) hour minimum will be allowed for each 24 hour period.

- 6.14 Physician On-Call OBGYN In-House Differential:** A temporary physician assigned to the In-House OB GYN is eligible to receive the Physician On-Call OBGYN In-House Differential under any one of the following conditions:

- a. Between 5:00 pm and 6:30 am Monday through Friday;
- b. Between 5:00 pm on Friday and 6:30 am on Monday; or
- c. On a holiday observed by the County.

This differential is paid at the rate of 1.0 times his/her base rate of pay (not including differentials) plus \$10 per hour.

- 6.15 Physician Fall Back Differential:** A temporary physician is eligible for this differential when the physician works an extended-hours clinic in the Patients Choice Program.

This differential is paid at the rate of 1.0 times his/her base rate of pay (not including differentials) plus \$42 per hour.

- 6.16 Call Back Differential:** A temporary physician is eligible for this differential when the physician is called back to work and the physician returns to work.

This differential is paid at the rate of 1.0 times his/her base rate of pay (not including differentials) plus \$42 per hour, with a minimum of three (3) hours of pay for each call back.

## APPENDIX I

- 6.17 On Call at 1.0 (1:4) Differential:** A temporary physician is eligible for this differential when the physician is assigned additional On-Call obligations for Anesthesia, Orthopedics, Surgery, Medicine, Pediatrics, OB Joint Venture Health Plan or Advice first call, and other comparable on-call duties as assigned by the appointing authority or his/her designee. This differential pay ends in the event that the physician is called back and the physician returns to the hospital.

This differential is paid at the rate of 1.0 times his/her base hourly rate of pay (not including differential) for each four (4) hours On-Call.

- 6.18 On Call at 1.0 (1:8) Differential:** A temporary physician is eligible for this differential when the physician is assigned additional On-Call obligations for Pathology, GI, Ophthalmology, Health Officer, Plastic Surgery, Hand Surgery, Detention Medical, Psychiatry, Health Plan or Advice Backup, and other comparable on-call duties as assigned by the appointing authority or his/her designee. This differential pay ends in the event that the physician is called back and the physician returns to the hospital.

This differential is paid at the rate of 1.0 times his/her base hourly rate of pay (not including differentials) for each eight (8) hours On-Call.

- 6.19 Physician Evening Clinic:** A physician is eligible for an additional \$15 per hour for working an evening clinic between the hours of 5:00 pm and 11:00 pm.

- 6.20 Physician Weekend Clinic:** A physician is eligible for an additional \$15 per hour for working a weekend clinic between Friday 11:00 pm and Sunday 11:00 pm.

### **7. Sick Leave**

Refer to Administrative Bulletin 413 "Twenty-four Hour Sick Leave Benefit"

### **8. Workers' Compensation**

Workers' Compensation benefits will be provided pursuant to State Law.

### **9. Health Benefit Access for Employees Not Otherwise Covered**

To access County health plans, an employee who is not otherwise eligible for health coverage by the County must be eligible to receive an offer of coverage from the County under the federal Patient Protection and Affordable Care Act ("ACA")(42 U.S.C. § 18081). Employees eligible to receive an offer of coverage (and qualified dependents) will be offered access to County health insurance plans. Employees will be responsible for the full premium cost of coverage.



Exhibit F

<b>Job Code</b>	<b>Classification</b>
2ED1	Asst County Counsel-Exempt
2KD3	Asst District Attorney-Exempt
25D2	Asst Public Defender-Exempt
29TA	Attorney Advance-Chld Sppt Svc
29VA	Attorney Basic-Child Sppt Svcs
29WA	Attorney Entry-Child Sppt Svcs
2ED2	Chief Asst County Counsel
2KD2	Chief Asst District Attorney-E
25D1	Chief Asst Public Defender
25DB	Chief Trial Deputy Public Def
2ETG	Civil Litig Atty-Advanced
2ETE	Civil Litig Atty-Basic Lvl
2ETF	Civil Litig Atty-Standard
2ETK	Deputy Co Counsel-Advanced
2ET3	Deputy Co Counsel-Advanced-Ex
2ETH	Deputy Co Counsel-Basic
2ET1	Deputy Co Counsel-Basic-Exempt
2ETJ	Deputy Co Counsel-Standard
2ET2	Deputy Co Counsel-Standard-Ex
2KTG	Deputy District Attorney-Adv
2KTF	Deputy District Attorney-Basic
2KD1	Sr Deputy District Attorney-Ex
2ED3	Sr Financial Counselor-Exempt
29HA	Supervising Attorney-Dcss

Exhibit G

<b>Barg Unit</b>	<b>Classification</b>
CC	CS Child Devlpmt Mgmt-Project
CH	CS Head Start Mgmt-Project
CL	CS Living Free Mgmt-Project
XJ	D.A. Investigators Unit
VA	DSA Non-Sworn Mgmt Unit
VN	Deputy Sheriff's Unit-NonSworn
VH	Deputy Sheriff's Unit-Sworn
MA	District Attorneys' Unit
QC	Fam/Chld Svs Site Supv Unit
4N	Fire Supression & Prevn Unit
C8	Management Project-Other
BT	Merit System Fixed Term Mgmt
B8	Mgmt Classes-Classified & Exem
BD	Mgmt Classified & Ex Dept Head
1X	Phys & Dnts & Optometrist Unit
1P	Physicians and Dentists Unit
51	Professional Engineers Unit
LT	Public Health Nurse Unit
L3	Registered Nurses Unit
B1	Safety Unrep District Attorney
B3	Safety Unrep Misc Classes
B2	Safety Unrep Probation Classes
2I	Service Line Supervisors Unit
BS	Sheriff's Sworn Executive Mgmt
V#	Sheriff's Sworn Mgmt Unit
FS	Unrep CI & Ex Student Workers
FK	Unrep CI & Ex-Com Svcs Other
FT	Unrep CI & Ex-Fixed Term
FW	Unrep CI & Ex-Sworn Peace Offc
F8	Unrep Classified & Exempt-Othr
FH	Unrep Hd Start Classified & Ex
F2	Unrep Property Appraisers
DC	Unrepresented Child Dev-Proj
DH	Unrepresented Head Start-Proj
DL	Unrepresented Living Free-Proj
DP	Unrepresented PIC Special-Proj
D8	Unrepresented Proj Class-Other