

**RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, ACTING AS THE  
GOVERNING BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF  
THE COUNTY OF SAN MATEO**

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**RESOLUTION ESTABLISHING SALARIES AND BENEFITS OF UNREPRESENTED  
MANAGEMENT EMPLOYEES OF THE HOUSING AUTHORITY OF THE COUNTY OF  
SAN MATEO FOR THE TERM OF OCTOBER 1, 2024, THROUGH SEPTEMBER 30,  
2025**

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**RESOLVED**, by the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo (“HACSM”), that

**WHEREAS**, this Governing Board of Commissioners of HACSM desires to establish certain salaries and benefits for unrepresented Management personnel not covered by a Memorandum of Understanding; and

**BE IT RESOLVED** that this Resolution establishes the following benefits for unrepresented Management personnel not covered by a Memorandum of Understanding:

**Section 1: Salary and Benefits**

1. Definitions

“Management” shall mean employees in positions so designated by the HACSM Executive Director consistent with HACSM policy. All provisions regarding salary, special compensation during employment and paid leave do not apply to elective officers unless otherwise specified. This Resolution does not apply to Extra Help employees.

2. Retirement

Employees are covered under two defined contribution plans:

- A mandatory participation 401(a) plan which receives contributions from both the employer and employees. For Management employees in the 401(a) plan, the employer contributes 14% of salary per pay period. This

amount represents the total payment due to the plan on behalf of the employees.

- A 457 plan in which employees participate on a voluntary basis. Employee contributions are governed by the 457 Plan description.

### 3. Health, Dental and Vision Insurance

HACSM shall provide health, dental, and vision insurance to Management employees. Employee contributions for health insurance will be 12% of Kaiser premium and 14% of United HealthCare premium.

Family members eligible for coverage shall include spouse, children, children of domestic partner and any other dependent deemed eligible by the health, dental and vision plan provider(s).

### 4. Life Insurance

HACSM shall provide \$75,000 life insurance for employees. The coverage includes an additional \$75,000 for accidental death or dismemberment.

### 5. Long Term Disability Insurance

After 90 days of service, Management employees are eligible for long-term disability benefits. The benefit is two-thirds of the salary after a waiting period of 120 days, with the maximum benefit being \$3,000 per month.

Benefits for psychiatric disabilities that result from stress, depression or other life events are restricted to two years. However, a disability resulting from certain chronic psychotic disorders or a disorder with demonstrable organic brain deficits can qualify for benefits payable up to the age of 65.

### 6. Health, Dental and Vision Insurance After Retirement from HACSM Service

1. Management employees commencing employment **before** October 1, 2014:

The employer will pay to Management employees who retire concurrently with separation from HACSM service one month's premium for the employee and eligible dependents for each eight (8) hours of unused sick leave.

2. Management employees commencing employment **after** October 1, 2014:

The employer will pay to management employees who retire concurrently with separation from HACSM service \$400 toward the premium for one month of the retiree health plan.

Employees who separate from HACSM service without retiring are not eligible for this benefit. On the death of an employee (active or retired) coverage for the spouse, domestic partner, and dependents will continue until the sick leave credits have expired. Retirees or surviving spouses/domestic partner may continue the

insurance, at their own expense, by premium deductions from their retirement warrants after sick leave credits have expired, in accordance with the rules of the respective carriers. When employee or spouse/domestic partner reaches age 65 they must, if eligible, enroll in Medicare which also will be reimbursed by HACSM if sick leave credits are available. In the event the employee has fewer than ninety-six (96) hours of unused sick leave at the time of retirement, the employer will supplement the accruals up to a maximum of ninety-six (96) hours.

#### 7. Administrative Leave Time

Management employees shall receive five (5) hours of administrative leave each pay period. No more than 260 hours of such administrative leave may be accumulated at any one time. Except as provided in the next section, time accruals may only be compensated by being allowed time off.

The annual opportunity to convert administrative leave hours into a cash payment shall be governed by IRS guidance and HACSM policy. The terms of the administrative leave cash out are subject to change at any time at the discretion of the Executive Director or the Housing Board of Commissioners. Any time balance not taken as time off prior to retirement or termination will be cashed out at that time.

#### 8. Leave for Management Employees

The HACSM Executive Director shall have the authority to credit an employee with up to 40 hours of vacation and 48 hours of sick leave in addition to normal vacation and sick leave accrual, provided such credit must be made within 180 days of employment. The HACSM Executive Director shall have the authority to provide to an employee advanced levels of vacation accrual as if the employee had otherwise been working for HACSM the required number of years for the higher accrual rate, provided such credit must be made within 180 days of employment.

#### 9. Bereavement Leave

Management employees will be provided three (3) days with pay at their regular rate for the purpose of arranging for and/or attending the funeral in the event of a death in the immediate family of such employee. It is understood that "immediate family" shall mean spouse, domestic partner, parents, parents-in-law, child, child of domestic partner, son-in-law, daughter-in-law, sibling, siblings-in-law, grandparents, grandparents-in-law, step parents or step children or any relative or dependent residing in the home of the employee at the time of death. HACSM may require that said employee provide proof of death and/or relationship of the deceased. For the purposes of this section, one day is defined as eight (8) hours.

Additional days of bereavement leave will be charged to the management employee's accumulated sick leave or vacation balance or approved leave without pay at the employee's choice.

#### 10. Holidays

Regular full-time employees in established management positions shall be entitled to take all authorized holidays at full pay, not to exceed eight (8) hours for any one (1)

day, provided they are in a full pay status on both their regularly scheduled workdays immediately preceding and following the holiday. Part-time employees shall be entitled to holiday pay in proportion to the average percentage of full-time hours worked during the two (2) pay periods immediately preceding the pay period which includes the holiday. If two or more holidays fall on succeeding or alternate pay periods, then the average full-time hours worked in the two (2) pay periods immediately preceding the first holiday shall be used in determining the holiday pay entitlement for the subsequent holiday.

The holidays for HACSM are:

- 1) January 1 (New Year's Day)
- 2) Third Monday in January (Martin Luther King, Jr.'s Birthday)
- 3) Third Monday in February (Washington's Birthday)
- 4) Last Monday in May (Memorial Day)
- 5) June 19 (Juneteenth)
- 6) July 4 (Independence Day)
- 7) First Monday in September (Labor Day)
- 8) Second Monday in October (Columbus Day/Indigenous Peoples Day)
- 9) November 11 (Veterans Day)
- 10) Fourth Thursday in November (Thanksgiving Day)
- 11) Friday following Thanksgiving Day
- 12) December 25 (Christmas Day)
- 13) Every day appointed by the President of the United States or the Governor of the State of California to be a day of public mourning, thanksgiving, or holiday. The granting of such holidays shall be discretionary with the Board of Supervisors.

\*\*Effective February 2001, the Lincoln's Birthday holiday was eliminated and replaced with a floating holiday (8 hours of holiday time) which will accrue on February 12. The floating holiday may be used starting in the first pay period that begins after February 12<sup>th</sup>.

If the legislature or the Governor appoints a date different from the one shown above for the observance of one of these holidays, then HACSM shall observe the holiday on the date appointment by the Legislature or the Governor.

### Holiday Falling on a Sunday

If one of the holidays listed above falls on Sunday and the employee is not scheduled to work that day, the holiday will be observed on Monday.

### Holiday Falling on a Saturday

If one of the holidays listed above falls on a Saturday and the employee is not regularly scheduled to work that day, the employee shall be granted a floating holiday to be taken in accordance with the following: A floating holiday constitutes eight hours pay and floating holidays may accrue up to a maximum of one hundred twenty (120) hours.

## 11. Vacation

Vacation accruals shall be equal to that negotiated by the Local 829, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME 829)

## 12. Salaries

There will be a 5% cost of living adjustment to the existing salary ranges effective with the first full pay period of October 2024, with these new salary ranges set forth in Exhibit A.

## 13. Longevity

Effective October 6, 2019, longevity pay shall be:

A. One percent (1%) of base salary after the equivalent of five (5) years of full time Housing Authority service.

B. An additional one and one-half percent (1.5%) of base salary (for a total of two and one-half percent (2.5%)) after the equivalent of ten (10) years of full time Housing Authority service.

C. An additional one and one-half percent (1.5%) of base salary (for a total of four percent (4%)) after the equivalent of twenty (20) years of full time Housing Authority service.

## 14. Special Compensation

A. On-Call for Management and Exempt Confidential Personnel: Management and exempt confidential personnel shall be paid \$2.00 per hour for each hour they are required by the Executive Director to be in an on-call status. On-call pay shall be authorized based on the following criteria:

- Federal and/or state regulations require a management employee to be on-call, **or**
- The Department mission necessitates a manager to be on-call as determined by the Executive Director.

### **AND**

- The manager is required to be available to be reached by phone or

pager, and

- The manager must respond to phone/pager contact within 3 minutes when called

**AND**

The manager cannot receive on-call when

- Using vacation, sick leave or other paid or unpaid leave
- Working
- On meal break

Such designation is subject to the approval of the HACSM Executive Director.

**SECTION 2. This Resolution is effective immediately unless otherwise specified.**

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, hereby adopts a Resolution Establishing Salaries and Benefits for Unrepresented Management employees of the Housing Authority of the County of San Mateo for the period of October 1, 2024, through September 30, 2025.

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## Exhibit A

### HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO Salary Schedule for Management / Confidential Employees

Effective the first full pay period of October 2024 - 5.0% Increase

CLASSIFICATION TITLE	EFFECTIVE DATE	BI-WEEKLY STEP-A	BI-WEEKLY STEP-B	BI-WEEKLY STEP-C	BI-WEEKLY STEP-D	BI-WEEKLY STEP-E
ADMINISTRATIVE SERVICES MANAGER	10/02/22	5,421.20	5,732.80	6,061.20	6,409.00	6,777.00
	10/01/23	5,692.20	6,019.40	6,364.20	6,729.40	7,115.80
	10/01/24	5,977.00	6,320.40	6,682.60	7,066.00	7,471.60
EXECUTIVE ASSISTANT (Confidential) - vacant	10/02/22	3,328.40	3,519.20	3,721.20	3,934.60	4,160.40
	10/01/23	3,494.80	3,695.20	3,907.20	4,131.40	4,368.40
	10/01/24	3,669.60	3,880.00	4,102.60	4,338.00	4,587.00
FINANCIAL SERVICES MANAGER	10/02/22	5,421.20	5,732.80	6,061.20	6,409.00	6,777.00
	10/01/23	5,692.20	6,019.40	6,364.20	6,729.40	7,115.80
	10/01/24	5,977.00	6,320.40	6,682.60	7,066.00	7,471.60
HOUSING PROGRAMS SUPERVISOR	10/02/22	3,799.40	4,017.60	4,248.20	4,492.00	4,749.80
	10/01/23	3,989.40	4,218.40	4,460.60	4,716.60	4,987.20
	10/01/24	4,189.00	4,429.40	4,683.80	4,952.60	5,236.60
PLANNING AND PROGRAM INNOVATION MANAGER -	10/02/22	4,580.20	4,843.00	5,121.00	5,414.80	5,725.40
	10/01/23	4,809.20	5,085.20	5,377.00	5,685.60	6,011.60
	10/01/24	5,049.80	5,339.60	5,646.00	5,970.00	6,312.20
PROGRAM COMPLIANCE OFFICER	10/02/22	4,256.00	4,500.20	4,757.40	5,031.00	5,319.40
	10/01/23	4,468.80	4,725.20	4,995.20	5,282.60	5,585.40
	10/01/24	4,692.40	4,961.60	5,245.00	5,546.80	5,864.80
RENTAL PROGRAMS MANAGER	10/02/22	5,421.20	5,732.80	6,061.20	6,409.00	6,777.00
	10/01/23	5,692.20	6,019.40	6,364.20	6,729.40	7,115.80
	10/01/24	5,977.00	6,320.40	6,682.60	7,066.00	7,471.60
HOUSING DEVELOPMENT MANAGER - vacant	10/02/22	5,126.80	5,421.40	5,732.80	6,061.00	6,409.40
	10/01/23	5,383.20	5,692.40	6,019.40	6,364.00	6,729.80
	10/01/24	5,652.40	5,977.20	6,320.40	6,682.20	7,066.40