

**RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION ESTABLISHING THE SALARY AND BENEFITS OF  
UNREPRESENTED MANAGEMENT EMPLOYEES OF THE COUNTY OF SAN  
MATEO FOR THE TERM OF FEBRUARY 20, 2022 THROUGH OCTOBER 5, 2024**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

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

**BE IT RESOLVED** that the effective date of Resolution No. 076376 is extended to February 19, 2022 and then hereby rescinded as of February 20, 2022 and replaced with this resolution establishing the following benefits for unrepresented Management personnel not covered by a Memorandum of Understanding:

**SECTION 1: SALARIES AND BENEFITS**

1. Definition

"Management" shall mean employees in positions so designated by the Human Resources Director consistent with the Employer-Employee Relations Policy and including elective officers. However, 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 Court or Extra Help employees.

2. Retirement and Social Security

A. For employees in both miscellaneous and safety retirement systems covered by this resolution.

The coverage shall be that established by the Board of Supervisors and the Board of Retirement for employees under the County Employees' Retirement Law of 1937, the California Public Employees' Pension Reform Act of 2013 and the Social Security Act. Coverage by the Retirement System is described by plan brochures which are available at the San Mateo County Employees' Retirement Association ("SamCERA").

B. For employees in the general retirement plan hired before August 7, 2011

Effective March 13, 2005, the County implemented the 2%@55.5 retirement enhancement (Government Code Section 31676.14) for employees in **Plans 1, 2 or 4**. The enhancement applies to all future service and all service back to the date of employment pursuant to the Board of Supervisors' authority under Government Code section 31678.2(a). Government Code section 31678.2(b) authorizes the collection, from employees, of all or part of the contributions by a member or employer or both, that would have been required if section 31676.14 had been in effect during the time period specified in the resolution adopting section 31676.14, and that the time period specified in the resolution will be all future and past general service back to the date of employment. Based upon this understanding and agreement, employees will share in the cost of the 31676.14 enhancement through increased retirement contributions by way of payroll deductions and shall contribute 3% of compensation earnable as defined in SamCERA regulations.

C. For employees in the general retirement plan hired Between August 7, 2011 and December 31, 2012

The retirement benefit options shall be:

**Plan 5:** 1.725% @ 58 (pre-enhancement tier) with no 3% cost share. Current Plan 4: 2% @ 55.5 (as described 2(B) above) is closed to new employees hired on or after the effective date of the commencement of Plan 5. However, employees may transfer into Plan 4 after providing the equivalent of ten years (20,800 hours) of service in Plan 5 and entering into an agreement with the San Mateo County Employees' Retirement Association to pay all of the employee and employer contributions that would have been required if the employee had been in Plan 4 since the date of employment, plus interest.

**Plan 3:** Plan 3 is closed to all employees hired on or after December 23, 2012. If an employee is already in Plan 3 with the option to transfer to Plan 5 after providing the equivalent of five years of service (10,400 hours) to the County that option is for future Plan 5 service only. After providing the equivalent of ten years of service (20,800 hours) to the County, employees may elect to transfer to Plan 4 by entering into an agreement with the San Mateo County Employees' Retirement Association (SamCERA) to pay all of the incremental employee and employer contributions that would have been required if the employee had been in Plan 4 since the date of employment, plus interest.

D. For employees in the general retirement plan hired on or after January 1, 2013

Employees hired on or after January 1, 2013 will be placed by SamCERA into Plan 5 or Plan 7 (2%@62) depending upon their eligibility.

**Plan 5:** Employees who are placed in Plan 5 by SamCERA will only be subject to the applicable provisions of sections 2(A), 2(C) and 2(E).

**Plan 7:** Employees who are placed in Plan 7 by SamCERA will not be subject to any provisions in sections 2 (A) through 2(C) and 2 (E).

E. General Members Retirement COLA

All General management employees, regardless of plan or hire date, will pay 50% of the Retirement COLA costs as determined by SamCERA.

F. For members of the Board of Supervisors

Members of the Board of Supervisors are part of the general retirement plan described in 2A-2E, as applicable. Pursuant to State Law, Members of the Board of supervisors are not required to make an employee contribution to the retirement plan. However, pursuant to Resolution passed by the County Board of Supervisors, Members of the Board are required to make payments if they wish to participate in the retirement plan. Effective July 1, 2018, the County paid member contribution for the Members of the Board paying into the retirement plan is eliminated. In addition, as of the same date, those Members will pay 50% of the Retirement COLA costs as determined by SamCERA.

G. For those safety employees in the Management Sheriff's sub unit hired prior to January 8, 2012 and those safety employees in the Management Probation and Management Institutions sub units hired prior to July 10, 2011

The County implemented the 3% @ 50 retirement benefit consistent with Government Code section 31664.1 effective January 1, 2005 for employees in Plans 1, 2 or 4.

The enhancement applies to all future safety service and all safety service back to the date of employment pursuant to the Board of Supervisors' authority under to Government Code section 31678.2 (a). Government Code section 31678.2(b) authorizes the collection, from employees, of all or part of the contributions by a member or employer or both, that would have been required if section 31664.1 had been in effect during the time period specified in the resolution adopting section 31664.1, and that the time period specified in the resolution will be all future and past safety service back to the date of employment. Employees will share in the cost of the enhanced retirement benefits as follows.

1. For employees in the safety retirement system belonging to the Management Sheriff's sub unit hired prior to January 8, 2012:

- Employees shall contribute 5% of compensation earnable effective

upon the implementation of the 3% @ 50 retirement benefit.

2. For employees in the safety retirement system belonging to the Management Probation and Management Institutions sub units hired prior to July 10, 2011:

- Employees share in the cost of the enhanced retirement benefits at the same rate as contributed by employees in the Probation and Detention bargaining unit.

H. For employees in the safety retirement system belonging to Management Probation and Management Institutions sub units hired on or after July 10, 2011 and before January 1, 2013

All new employees hired or rehired on or after July 10, 2011 and before January 1, 2013, the retirement benefit options shall be:

**Plan 5:** 3% @ 55 (Plan 5) safety retirement benefit consistent with Government Code section 31664.2. Those new employees electing Plan 5 shall contribute an additional 3.5% of compensation earnable as set forth in paragraph (3) below.

**Plan 6:** 2% @ 50 safety retirement benefit consistent with Government Code section 31664. Those safety employees electing Plan 6 will not pay the contributions set forth in paragraph (3) below.

1. Any new employee failing to make an election within 60 days from date of hire shall be deemed to have elected Plan 6 with the 2% @ 50 safety retirement benefit consistent with Government Code section 31664.
2. All elections are permanent decisions and shall be irrevocable after 60 days from the date of hire. Any employee who has elected, or is deemed to have elected, a benefit plan and who terminates their employment and is later reemployed shall not be entitled to change their election upon that reemployment.
3. For all safety members in Plan 5 with benefits under Government Code section 31664.2 which are applicable to all safety service back to the date of employment pursuant to the Board of Supervisors' authority under Government Code section 31678.2(a), section 31678.2(b) authorizes the

collection, from employees, of all or part of the contributions by a member or employer or both, that would have been required if section 31664.2 had been in effect during the time period specified in the resolution adopting 31664.2, and that the time period specified in the resolution will be all future and past safety service back to the date of employment. These employees will share in the cost of such retirement benefits by contributing an additional 3.5% total

of compensation earnable as defined in SamCERA regulations.

I. For employees in the safety retirement system belonging to the Sheriff Management sub unit hired on or after January 8, 2012 and before January 1, 2013:

All new employees hired or rehired on or after July 10, 2011 and before January 1, 2013, the retirement benefit options shall be:

**Plan 5:** 3% @ 55 safety retirement benefit consistent with Government Code section 31664.2. Those new employees electing Plan 5 shall contribute an additional 5% of compensation earnable as set forth in paragraph (3) below.

**Plan 6:** 2% @ 50 safety retirement benefit consistent with Government Code section 31664. Those safety employees electing Plan 6 will not pay the contributions set forth in paragraph (3) below.

1. Any new employee failing to make an election within 60 days from date of hire shall be deemed to have elected Plan 6 with the 2% @ 50 safety retirement benefit consistent with Government Code section 31664.
2. All elections are permanent decisions and shall be irrevocable after 60 days from the date of hire. Any employee who has elected, or is deemed to have elected, a benefit plan and who terminates their employment and is later reemployed shall not be entitled to change their election upon that reemployment.
3. For all safety members in Plan 5 with benefits under Government Code section 31664.2 which are applicable to all safety service back to the date of employment pursuant to the Board of Supervisor's authority under Government Code section 31678.2(a), section 31678.2(b) authorizes the collection, from employees, of all or part of the contributions by a member or employer or both, that would have been required if section 31664.2 had been in effect during the time period specified in the resolution adopting 31664.2, and that the time period specified in the resolution will be all future and past safety service back to the date of employment. These employees will share in the cost of such retirement benefits by contributing an additional 5% total of compensation earnable as defined in SamCERA regulations.

J. Safety Employees hired on or after January 1, 2013

Employees hired on or after January 1, 2013 who are placed in Plan 5 or Plan 6 by SamCERA will be subject to the applicable provisions of sections 2(H) or 2(I), 2(J) and 2(K).

For those safety employees in the Management Sheriff's sub unit and those safety employees in the Management Probation and Management Institutions sub units hired on or after January 1, 2013 who are placed in Plan 7 by SamCERA will not be subject to any provisions in sections 2(G), 2(H) and 2(K).

K. Safety Members Retirement COLA:

All safety employees in the Management Sheriff's sub unit hired or rehired on or after January 8, 2012 and those safety employees in the Management Probation and Management Institutions sub units hired or rehired on or after August 7, 2011 will pay up to 50% of the Retirement COLA. COLA costs are included in the Plan 7 statutory rate.

Effective July 5, 2015, all Safety management employees, regardless of plan or hire date, will pay 50% of the Retirement COLA costs as determined by SamCERA.

3. Health Insurance

For full-time employees enrolled in County-offered health insurance plans, the employee contributions for health insurance will be fifteen percent ( 15%) of the Health Maintenance Organization (HMO) premiums and twenty-five percent ( 25%) of the Preferred Provider Organization (PPO) premium. Employees who elect a High Deductible Health Plan (HDHP) will contribute fifteen percent (15%) of the premiums and will receive an amount equal to fifty percent (50%) of the deductible placed into a Health Savings Account over the course of the calendar year. Contributions will occur biweekly.

For employees occupying permanent part-time positions, who work a minimum of forty (40), but less than sixty (60) hours in a biweekly pay period the County will pay one-half (1/2) of the contribution to hospital and medical care premiums described above for full-time employees.

For employees occupying permanent part-time positions, who work a minimum of sixty (60), but less than eighty (80) hours in a biweekly pay period, or otherwise qualify as a "full time employee" under the provisions of the Affordable Care Act (ACA), the County will pay eighty-five percent ( 85%) of the County offered group High Deductible Health Plan (HDHP) or three-fourths (3/4) of the hospital and medical care premiums described above. For County employees occupying permanent part-time positions who work a minimum of sixty (60), but less than eighty (80) hours in a biweekly pay period who are enrolled in a County-offered High Deductible Health Plan, the County will contribute fifty percent (50%) of the deductible to the employee's Health Savings Account over the course of the calendar year. Contributions will occur biweekly.

4. Dental Insurance

The County shall contribute ninety percent (90%) of the premium for the County's dental plans. All employees must participate in one of these plans.

5. Vision Care

The County shall contribute the full premium for vision coverage. All employees must participate in this plan.

6. Life Insurance

The County shall provide fifty thousand dollars (\$50,000) life insurance for employees. The coverage includes death benefits for a spouse and children in the amount of two thousand dollars (\$2,000).

Employees, depending on pre-qualification, may purchase additional term life insurance to a maximum of seven hundred and fifty thousand dollars (\$750,000) for employee, two hundred and fifty thousand dollars (\$250,000) for spouse, and ten thousand dollars (\$10,000) for dependents.

7. Accidental Death and Dismemberment Insurance

The County shall pay the premium for one hundred and ten thousand dollars (\$110,000) coverage.

8. Long Term Disability Insurance

After three years of service 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 two thousand four hundred dollars (\$2,400) per month.

Benefits for psychiatric disabilities that result from stress, depression or other life events are restricted to two years payable per the terms and conditions of the plan.

9. Deferred Compensation

Effective July 1, 2019, all employees will be enrolled in the deferred compensation program at the rate of one percent (1%) of their pre-tax wages unless they choose to opt out or to voluntarily change deferrals to greater than or less than the default one percent (1%) as allowed in the plan or as allowed by law. The pre-tax deduction will be invested in the target fund associated with the employees' date of birth. All deferrals are fully vested at the time of deferrals; there will be no waiting periods for vesting rights.

Concurrent with Cost of Living Adjustments (COLA) the deferrals will be increased in one percent (1%) increments to a maximum of five percent (5%).

10. Health, Dental, and Vision Insurance After Retirement from County Service

The following will be in effect for those who retire during the term of this resolution:

For management employees and elective officers hired prior to April 1, 2008:

The County will pay to elective officers who retire concurrently with separation from County service one month's health, dental and vision premium for the employee and eligible dependents for each month of County service. The County will pay to management employees who retire concurrently with separation from County service one month's health, dental and vision premium for the employee and eligible dependents for each 8 hours of unused sick leave. Employees or elective officers who separate from County service and enter into deferred retirement or otherwise separate without retiring are not eligible for this benefit

For management employees and elective officers commencing employment between April 1, 2008 and December 31, 2010:

For management employees who retire concurrently with separation from County service, for every 8 hours of unused sick leave, the County will pay \$700 toward the premium for one month of the retiree health plan and the full cost of one month of the dental and vision coverage. For elective officers who retire concurrently with separation from County service, for each month of County service, the County will pay \$700 toward the premium for one month of the retiree health plan and the full cost of one month of the dental and vision coverage. Management employees and elective officers who separate from County service and enter into deferred retirement or otherwise separate without retiring are not eligible for this benefit. For active management employees and elective officers, the County will contribute \$100 per month during employment to a post-employment health reimbursement account on a pre-tax basis. This account may only be used to pay for eligible premiums or medical expenses upon retirement or termination.

For management employees and elective officers commencing employment after January 1, 2011: For management employees who retire concurrently with separation from County service, for every 8 hours of unused sick leave, the County will pay \$400 toward the premium for one month of the retiree health plan. Management employees and elective officers who separate from County service and enter into deferred retirement or otherwise separate without retiring are not eligible for this benefit.

For elective officers who retire concurrently with separation from County service, for each month of County service, the County will pay \$400 toward the premium for one month of the retiree health plan and the full cost of one month of the dental and vision coverage.

Managers who retire receiving \$400 per 8 hours of sick leave, will, upon exhaustion of accrued sick leave, be credited with additional hours of sick leave as follows:

- With at least 10 but less than 15 years of service with the County of San Mateo – 96 hours
- With at least 15 but less than 20 years of service with the County of San Mateo – 192 hours
- With 20 years or more of service with the County of San Mateo – 288 hours

For all management employees and elective officers: On the death of an employee or elective officer (active or retired), coverage for the spouse and dependents will continue until the sick leave credits have expired. Retirees or surviving spouses 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 reaches age 65 they must, if eligible, enroll in Medicare, which also will be reimbursed by the County if sick leave credits are available.

For employees who receive a disability retirement from County service, the County will provide additional hours of sick leave to the employee's sick leave balance for a total balance of 288.6 hours of sick leave (three years of retiree health coverage). For example, if an employee who receives a disability retirement has 100 hours of sick leave at the time of retirement, the County will add another 188.6 hours of sick leave credits to their balance.

#### 11. Administrative/Management Leave Time

Employees who have management overtime (MOT) hours available may use such time balances as time off. Any time balance not taken as time off prior to retirement or termination will be cashed out at that time.

Management employees, not including elected employees or any manager who receives overtime compensation, shall receive 5 hours of administrative leave each pay period. No more than 260 hours of such administrative leave time may be accumulated at any one time. Except as provided below, time accruals may only be compensated by being allowed time off.

Part-time management employees shall be entitled to Administrative Leave hours in proportion to the designation of the position as either half or three-quarters time, not the specific hours worked. (Half-time will equal 2.5 hours per pay period and three-quarters time will equal 3.75 hours)

The annual opportunity to convert Administrative/Management Leave hours into a cash payment shall be governed by the County Ordinance Code. The Ordinance Code and the terms of the Administrative/Management leave cash out are subject to change at any time at the discretion of the Board of Supervisors.

Supervising Communications Dispatchers and Institution Services Managers are eligible to receive overtime pay and therefore they do not receive Administrative/Management Leave Time.

12. Bereavement Leave

Management employees will be provided twenty-four (24) hours of paid bereavement leave upon the death of the employee's parent, spouse, domestic partner, child (including through miscarriage or stillbirth), step-child, sibling, sibling-in-law, mother-in-law, father-in-law, grandparent, grandparent-in-law or grandchildren.

13. Transportation Allowance In lieu of Traveling Expenses

In lieu of reimbursement for transportation expenses for travel within San Mateo County, the City and County of San Francisco, Alameda County, Contra Costa County and Santa Clara County, members of the Board of Supervisors and the County Manager may elect to receive a maximum biweekly transportation allowance in the amount of \$513 or as is currently set by the Board of Supervisors. Department heads, elected officials, and certain management employees designated by the County Manager may elect to receive such a transportation allowance in a maximum biweekly amount not to exceed \$513 dependent on usage and approval by the County Manager.

14. Severance Pay

If the position of an employee other than an elected official is abolished and the employee is unable to displace another employee within their department as defined by and in accordance with the rules of the Civil Service Commission, the employee shall receive reimbursement as follows:

- one week of pay for each full year (2080 hours) of regular service to the County
- fifty percent (50%) of the cash value of the employee's unused sick leave, and,
- the County will continue to pay its share of health premiums for a period not to exceed nine (9) months contingent on the employee continuing to pay their share,
- the County will reimburse employee up to four thousand dollars (\$4,000) for tuition or fees in payment for accredited courses or training taken within twelve (12) months of layoff, and taken for the purpose of finding new

employment;

provided, however that such employee shall be eligible for this reimbursement only if the employee remains in the service of the County until the services are no longer required by the department head. If the County secures comparable employment for the displaced employee in another department, the employee is not entitled to the severance payment. Employees accepting the payment relinquish the right to have their names placed on reemployment eligible lists.

15. Leave for Management Employees

The County Manager shall have the authority to credit an employee other than an elected official with up to 40 hours of vacation and 80 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 County Manager shall have the authority to provide to an employee advanced levels of vacation accrual as if the employee had otherwise been working for the County the required number of years for the higher accrual rate, provided such credit must be made within 180 days of employment.

16. 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 the County 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)                          |

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|--|--|
| 8) Second Monday in October**<br>Peoples Day)  | (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)                            |
| 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 12th.

If the legislature or the Governor appoints a date different from the one shown above for the observance of one of these holidays, then San Mateo County shall observe the holiday on the date appointed 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 Employee's Regular Day Off

If any of the holidays listed above falls on a day other than Sunday and the employee is not regularly scheduled to work that day, the employee shall be entitled to equivalent straight time off with pay. This equivalent straight time off earned is limited to 120 hours with any time earned in excess of 120 hours cashed out at the equivalent straight time rate. If an employee leaves County service with accrued hours, those hours will be cashed out.

17. Vacation

Vacation accruals shall be equal to that negotiated by the Service Employees International Union (SEIU).

18. Winter Recess

Winter Recess Days shall be equal to those negotiated by the Service Employees International Union (SEIU).

19. Salaries

The salary ranges are set forth in Exhibit A which is attached hereto and made a part hereof. Effective February 20, 2022 there shall be a three percent (3%) cost of living adjustment. Effective October 2, 2022, there shall be a three percent (3%) cost of living adjustment. Effective October 1, 2023, there shall be a four percent (4%) cost of living adjustment. Salary percentage increases for elected department heads are set forth by Ordinance Code 2.71.060.

20. Lump Sum Payment

As a unique, one-time discretionary measure, effective the pay period the Board of Supervisors adopts this resolution in 2022, each full-time Management employee covered by this Resolution (excluding elected officials) in an active paid status will receive a lump-sum payment of two thousand dollars (\$2,000). The lump-sum amount will be prorated for part time employees in an active paid status. The Board exercises its discretion to make this one-time payment and employees should not expect this payment to recur at any future date in any amount. This payment is not tied to employees' tenure, production, or efficiency. There will be no roll up effect from this payment on other items of pay. The County will withhold taxes from this payment in accordance with federal and state requirements.

21. Longevity

Effective December 13, 2020, longevity pay shall be:

- One percent (1%) of base salary after the equivalent of five (5) years of full time County service (10,400 hours).
- 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 County service (20,800 hours)
- 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 County service (41,600 hours)
- An additional two percent (2%) of base salary (for a total of six percent (6%)) after the equivalent of twenty-five (25) years of full time County service (52,000 hours).

Elected officials are not eligible for longevity pay.

22. Special Compensation

**All Departments**

An individual in a management classification who is assigned to lead a special project or assignment shall receive a differential of up to 10%, in addition to all

other compensation. Assignments must meet criteria for special project as determined and approved by the Human Resources Department and must be for short-term assignments, with end dates and demonstrated alignment to performance and organizational goals. Authorization for such differential must be requested by the department head and is subject to review and approval by the Human Resources Director.

### **Board of Supervisors**

The Office of the Board of Supervisors Districts One, Two and Five may be staffed with three positions. The salary of any individual in any of these three positions may not exceed the top step of the classification plus ten percent provided that the total salaries of the combinations cannot exceed the combined top step salary for two Senior Legislative Aides and one Legislative Aide.

The Office of the Board of Supervisors Districts Three and Four may be staffed with four positions. The salary of any individual in any of these four positions may not exceed the top step of the classification plus ten percent provided that the total salaries of the combinations cannot exceed the combined top step salary for two Senior Legislative Aides and two Legislative Aides.

### **Coroner's Office**

The Coroner–Elective and Assistant Coroner–Unclassified shall receive a two and a half percent (2.5%) differential if they possess a Peace Officer Standards and Training certificate or a seven and a half (7.5%) differential if they possess an Advanced Peace Officer Standards and Training certificate issued by the Commission of Peace Officer Standards and Training of the California State Department of Justice in addition to all other compensation. No individual may have both pay differentials.

### **County Manager's Office**

At the discretion of the County Manager or their designee, Management Analysts assigned to lead a Countywide special project, or a functional area shall receive up to a ten percent (10%) pay differential in addition to all other compensation.

### **County Library**

One Library Branch Manager assigned by the Director of Library Services to oversee all Branch Managers shall be paid as if working out of classification in the Library Services Manager classification. Only one employee at a time may be so assigned.

### **District Attorney's Office**

Career Incentive Allowance: Employees in the classification of Chief Inspector who have successfully completed a probationary period and who hold permanent status shall be eligible to receive an incentive equating to a two and a half percent (2.5%) of base pay per biweekly pay period in addition to all other compensation if they possess the basic Peace Officer Standards and Training certificate or seven and a half percent (7.5%) of base pay per biweekly pay period in addition to all other compensation if they possess the advanced Peace Officer Standards and Training certificate issued by the Commission of Peace Officer Standards and Training of the California State Department of Justice. No individual may have both pay differentials.

### **Information Services Department**

An IS Manager who is assigned by the ISD Director to supervise Level II IS Project Managers and/or temporarily supervise other IS Managers shall receive a 5% differential in addition to all other compensation. An IS Manager who is assigned by the ISD Director to direct a large-scale, Countywide information services project shall receive a 10% differential in addition to all other compensation. No IS Manager will have both a 5% and 10% differential. This differential pay will be removed when the assignment ends. Usage of this differential pay shall be reviewed annually by ISD management.

### **Health System**

Managing Physicians who obtain a Board Certification in a specialty that is their main assignment or a specialty area that is not their main assignment but is deemed by the Chief of the Health System or their designee to provide added value to the County shall receive a 5% Board Certification differential, in addition to all other compensation. No managing physician shall receive more than two Board Certification differentials.

Clinical Services Managers I - Nursing working in Family Health Services and supervising Senior Public Health Nurses shall receive a differential in the amount necessary to ensure the base pay for Clinical Services Manager I - Nursing is one step higher than the base pay for Senior Public Health Nurse.

Clinical Services Manager I – Nursing or Clinical Services Manger II - Nursing designated as the Director of Public Health Nursing shall receive a differential of five percent (5%) in addition to all other compensation. Only one employee at a time may be so assigned.

Employees in the classifications Clinical Services Manager I and Clinical Services Manager II who are responsible for managing nursing units that are a 24 hour per day/7 day per week operation shall receive a differential of five percent (5%) in addition to all other compensation.

The employee in the classification of Clinical Services Manager - Pharmacy shall receive a five percent (5%) differential in addition to all other compensation

Medical Directors assigned supervisory responsibility for Supervising Adult Psychiatrists shall receive a differential pay in the amount necessary to ensure that its base pay is two steps higher than the base pay for Supervising Adult Psychiatrist. Medical Directors assigned supervisory responsibility for Supervising Child Psychiatrists shall receive a differential pay in the amount necessary to ensure that its base pay is two steps higher than the base pay for Supervising Child Psychiatrist.

Management Nursing Personnel shall be paid the same shift differential as that set for Registered Nurses in their Memorandum of Understanding.

### **Probation Department**

Institution Services Managers. In addition to all other compensation, Institutional Services Managers shall receive the following payments as appropriate:

On-call Duty: Institution Services Managers shall be paid three dollars (\$3.00) per hour for each hour they are required to be in an on-call status. Personnel in this status will not receive on-call pay for periods when they are actually at work.

Shift-Differential: Shift differential pay is pay at a rate which is one step above the employee's base pay in the salary range for their classification. If the base pay is at the top step, shift differential pay shall be computed at one step above such base pay. Employees shall be paid shift differential for all hours so worked between the hours of 6:00 p.m. and 6:00 a.m.

Overtime: All compensable overtime must be authorized by the department head or their designated representative in advance of being worked. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked. Overtime worked must be in the job classification in which the person is regularly employed or in a classification for which the employee is authorized higher pay for work in a higher classification.

Any authorized time worked in excess of the forty (40) hour weekly work schedule shall be considered overtime and shall be compensable at the rate of one and one-half (1-1/2) times the overtime worked, whether compensated by monetary payment or by the granting of compensatory time off.

### **Public Safety Communication**

Managers in Public Safety Communications shall receive a 2% differential pay in

addition to all other compensation if they possess a California Commission on Peace Officer Standards and Training (POST) Public Safety Dispatchers' Intermediate Certificate or a 5.5% salary differential in addition to all other compensation if they possess a POST Public Safety Dispatchers' Advanced Certificate.

Managers in Public Safety Communications shall receive a 10% management differential consistent with the 10% differential provided to represented Communications Dispatcher.

Supervising Communications Dispatchers and Communications Center Training Coordinators shall receive on-call, overtime and shift differential pay consistent with the pay provided to represented Communications Dispatch personnel and subject to the same process for advanced authorization prior to working overtime.

### **Public Works Department**

Management employees licensed by the State of California as Registered Civil Engineers shall be reimbursed by the County for the fees associated with such professional registration

Deputy Directors who are licensed by the State of California as Civil Engineer shall receive a five percent (5%) differential, in addition to all other compensation.

A Senior Capital Projects Manager who is licensed by the State of California as an Engineer or Architect AND designated by the Director of Public Works or the Project Development Unit Director to use such license in managing a large-scale project shall receive a 5% differential, in addition to all other compensation.

### **Sheriff's Department**

Management Law Enforcement employees shall receive the following payments if appropriate:

Career Incentive Allowance: Sheriff, Undersheriff, Assistant Sheriff, Captains and Lieutenants who have successfully completed a probationary period and who hold permanent status shall be eligible to receive an incentive equating to two and a half percent (2.5%) of base pay per biweekly pay period in addition to all other compensation if they possess the basic Peace Officer Standards and Training certificate or seven and a half percent (7.5%) of base pay per biweekly pay period in addition to all other compensation if they possess the advanced Peace Officer Standards and Training certificate issued by the Commission of Peace Officer Standards and Training of the California State Department of Justice. No individual may have both pay differentials.

Shift-Differential: Shift differential pay is pay at a rate that is one step above the

employee's base pay in the salary range for their classification. If the base pay is at the top step, shift differential pay shall be computed at one step above such base pay. Employees shall be paid shift differential for all hours so worked between the hours of 6:00 p.m. and 6:00 a.m.

Uniform Allowance: Management Law Enforcement personnel who provide their own uniforms and equipment shall receive reimbursement consistent with the reimbursement provided to represented law enforcement employees.

Sheriff's Lieutenant in charge of the Emergency Services Bureau and Homeland Security shall receive premium pay at the rate of 5.74% of base in addition to all other compensation. Only one Lieutenant may be assigned at one time.

Sheriff Lieutenants assigned to supervise Sergeants that are designated as in a specialty assignment as outlined in the Organization of Sheriff's Sergeant memorandum of understanding shall receive a premium pay at the rate of 5.74% of their salary, in addition to all other compensation.

## **Miscellaneous**

On-call for Management Personnel: Management personnel shall be paid \$2.00 per hour for each hour they are required by the Department Head 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 Department Head

### And

- The manager is required to be available to be reached by phone or text message, and
- The manager must respond to phone or text message contact within 15 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 County Manager.

Management employees who practice law:

The County shall pay actual cost of membership in the California State Bar Association on behalf of each Management Employee who works as an attorney for the County. This specifically includes, but is not limited to, annual state bar dues and the costs associated with state bar required fingerprint background check.

The County shall pay the actual cost of annual membership in the San Mateo County Bar Association on behalf of each management employee of the County Counsel's Office who works as an attorney for the County.

Bi-lingual Pay: Management positions are not eligible for bi-lingual pay.

Employer-Paid Contribution to Deferred Compensation:

Effective December 27, 2020 any employee in the County Manager or Senior Management Level (Department Head, Deputy Director, Assistant Director, Division Director, Chief Deputy, Assistant Deputy District Attorney/County Counsel) positions who meet San Mateo County Employees' Retirement Association's (SamCERA) definition of a new member under the Public Employees' Pension Reform Act (PEPRA), shall receive an employer paid contribution to their Deferred Compensation Plan. The County Manager shall receive an employer paid contribution in the amount equivalent to six percent (6%) of the employee's base salary and all other positions shall receive three percent (3%) of the employee's base salary. The contribution shall be deposited each pay period to a 401(a) Plan. The percentage of base pay contribution rate is intended as a guideline for the contribution and does not guarantee a specific amount of contribution. All contributions must be subject to applicable limitations imposed by State and Federal law, including limitations on the amount of employer contributions, as set forth under PEPRA and Internal Revenue Codes. As stated in PEPRA, employees eligible for employer contributions towards deferred compensation do not have a vested right to continue to receive such contributions. This benefit can be extended to newly hired employees in hard-to-fill management positions who meet SamCERA's definition of a new member under PEPRA. "Hard-to-Fill" management positions shall be defined by and subject to pre-approval by the Human Resources Director. As stated in PEPRA, employees eligible for contributions do not have a vested right to continue to receive such contributions.

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

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