

RESOLUTION NO. _____
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

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MASTER SALARY RESOLUTION FOR FY 22-23 SPECIFYING THE NUMBER OF AND
PROVIDING COMPENSATION AND BENEFITS FOR PERSONS EMPLOYED BY THE
COUNTY OF SAN MATEO, SETTING APPROPRIATE RULES AND REGULATIONS
AND REPEALING ALL INCONSISTENT RESOLUTIONS

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

WHEREAS, section 206a(4) of the San Mateo County Charter authorizes the
Board of Supervisors to establish the number of all appointed officers and employees;
and

WHEREAS, sections 206a(5) and 508 of the San Mateo County Charter authorize
the Board of Supervisors to establish by resolution the compensation and benefits of
County officers and employees;

NOW, THEREFORE IT IS HEREBY ORDERED that the following shall constitute
the number and classifications of positions, as well as compensation and benefits other
than base pay for County officers and employees for fiscal year 2022 - 2023.

SECTION 1. TITLE

This is the Salary and Position Resolution of the County of San Mateo.

SECTION 2. APPLICATION

The provisions of this resolution apply to all County positions except as exempted by
general law or the County Charter.

SECTION 3 – APPOINTMENTS

Department heads or their designees are authorized to make or continue appointments during the fiscal year to the positions specified in their respective schedules in Section 14.

SECTION 4 - STANDARD COMPENSATION

The compensation of persons employed by the County is a specified amount, which can be stated as an hourly amount or a bi-weekly amount as appropriate. Bi-weekly payment amounts apply to full-time employment, which is 40 hours per week. The bi-weekly amount for a non-exempt classification for full-time work is determined by multiplying the 80 hours worked in the full-time bi-weekly pay period by the hourly rate. In Section 14, items under the heading "Hire Restriction" corresponds to the job title of the position. Under the heading "Position Count" is the number of positions of each classification or classification series.

Under the headings "Minimum Biweekly" and "Maximum Biweekly" are stated, for information only, the amount which specifies the range of compensation for full-time work during a bi-weekly pay period for each classification. Compensation for represented positions are also listed in publicly available Memoranda of Understanding. Salaries for non-represented management, attorneys and confidential employees are also listed in publicly available board resolutions.

SECTION 5 - SPECIAL COMPENSATION

The term "differential" as used in this resolution shall mean an amount added to the base compensation. When such a differential is stated in terms of a percentage, the differential is a percentage of the base compensation alone.

Additional special compensation for specific positions may also be listed in the Memoranda of Understanding for represented positions, and salary and benefits resolutions for non-represented Management, Attorney and Confidential employees.

All Departments

1. Extra help assigned to work off shifts may, based on recruitment and retention conditions, receive the same shift differential as paid to regular employees in these classifications. Authorization for such differential must be requested by the department head and is conditional on approval by the Human Resources Director.

2. An individual in a Management or Confidential 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.

County Executive's Office

1. At the discretion of the County Executive or their designee, Management Analysts and Senior Management Analysts assigned to lead a Countywide special project, or a functional area shall receive up to 10% pay differential in addition to all other compensation.

Health System

1. All - Extra Help Physicians who are required to work a night shift in inpatient psychiatry as part of their 40-hour work week shall receive a night shift pay rate of 12% of base pay for all work performed during the assigned night shift hours as determined by the County. Physicians in the extra-help classifications listed below shall receive \$45 per hour in addition to all other compensation, for all work performed during the assigned night shift hours as determined by the County.
 - B066 – Psychiatric Resident-Psychiatric Emergency Services
 - B113 – Psychiatric Specialist
 - B129 – Psychiatric Specialist Hospital Inpatient
2. All - Call-back rate for Physicians in pediatrics (Pediatricians), if required to report back to work while in an on-call status, is set at a flat rate of \$150.00 per hour. Pediatricians, if required to report back to work while in an on-call status, shall be compensated for a minimum of three (3) hours of “call back rate” pay.
3. All - Relief Nurses shall be paid \$2.00 more than their base rate when assigned to and working a shift which starts after 1:59 p.m. and before 10:00 p.m. Relief Nurses shall be paid \$5.00 more than their base rate when assigned to and working a shift which starts after 9:59 p.m. and before 5:00 a.m.

4. Extra Help SART Nurses assigned to the Sexual Assault Reporting Team (SART) will receive on call pay at the rate of \$25.00 per hour for all hours in an on-call status and \$28 per hour for all hours in an on-call status during a holiday. When an Extra Help SART Nurse is called investigate an alleged sexual assault case, said nurse will be compensated at an hourly rate equal to that of a Clinical Nurse, Step E. Extra Help SART Nurses will receive a minimum of three hours of overtime at this hourly rate when called to investigate a case. Extra Help SART Nurses will not receive on call pay for time during which they are working on a specific case. Hours worked in a case review related to a subpoena, or to attend a meeting with the District Attorney in relation to a case, or to appear in court, or to attend mandatory meetings will be compensated at \$55 per hour. Additionally, as determined by and with the approval of the San Mateo Medical Center, participation in forensic nursing training and education would be compensated at \$55 per hour and not to exceed sixteen hours per year.
5. All – Extra help Physicians and Dentists who obtain Board certification in a specialty and who practice that specialty as their main assignment shall receive a 5% differential pay in addition to all other compensation. Extra help Physicians and Dentists who obtain Board certification in a specialty that is not their main assignment, but rather in a specialty that is deemed by either the Director of Behavioral Health and Recovery Services, the San Mateo Medical Center Chief Executive Officer or the Chief of the Health System to provide added value to the County shall be paid a 5% differential pay in addition to all other compensation. No extra help Physician or Dentist shall receive more than two Board certifications.
6. Aging and Adult Services - One employee assigned to provide lead direction to staff in the community-based services unit shall receive a differential of 5% in addition to all other compensation. Only one employee at a time may be so assigned.
7. San Mateo Medical Center - Nurses in an extra help capacity required to be in an on-call status shall be paid the hourly equivalent of one-half ($\frac{1}{2}$) the relief nurse day rate of pay for time they are in an on-call status. Nurses shall not receive on-call pay for periods when they are actually at work.
8. San Mateo Medical Center - Nurses in an extra help capacity working on a holiday shall be compensated for such time worked at the rate of one and one-half ($1\frac{1}{2}$) times the straight time rate.
9. San Mateo Medical Center - Extra Help Physician Specialists who are pediatricians will receive on-call pay at the rate of \$25.00 per hour when assigned to be in an on-call status. Such pediatricians shall receive a minimum of three hours of call-back pay if required to report back to work while in an on-call status. Employees shall not receive on-call pay for time during which they are receiving callback pay.

10. San Mateo Medical Center - Extra Help Inpatient Psychiatric Specialists will receive on-call pay at the rate of \$25.00 per hour when assigned to be in an on-call status. Such psychiatrists shall receive a minimum of three hours of callback pay if required to report back to work while in an on-call status. Employees shall not receive on-call pay for time during which they are receiving call-back pay. These employees shall also receive a night shift differential at the rate of 10% of base in addition to all other compensation, for all work performed between the hours of 6:00 p.m. and 6:00 a.m.
11. San Mateo Medical Center – A Medical Office Assistant I designated as Lead Orderly shall receive a 5.74% differential pay, in addition to all other compensation. Only employee in the day shift, and one employee in the evening shift may be so assigned.

Public Works Department

1. An Airport Operations Specialist I or II who is assigned lead responsibilities by the Director of Public Works or their designee shall receive a 5.74% differential pay in addition to all other compensation. Only one Airport Operations Specialist at a time may be assigned.
2. Director and Deputy Directors of Public Works who are licensed by the State of California as Civil Engineer shall receive a five percent (5%) differential, in addition to all other compensation.

Sheriff's Office

1. Any Sheriff's Criminal Records Technician I and/or II who is selected and assigned in writing by the department to act as "floating" technician and therefore expected to rotate between the records office in Redwood City and multiple sub-stations as needed for coverage, shall receive a 5.74% differential in addition to all other compensation. Such differential pay shall be removed if the rotational assignment is discontinued.

Miscellaneous

1. Confidential Pay Differential - Employees covered by the Confidential Employees resolution shall receive a 5% differential in addition to all other compensation.

2. Deferred Compensation (Extra Help and Limited Term Employees) - Subject to applicable federal regulations, the County will provide a deferred compensation plan that allows unrepresented Extra Help and Limited Term employees that are hired on or after July 17, 2016 to defer compensation on a pre-tax basis through payroll deduction. All Extra Help and Limited Term employees hired on or after said date will be automatically enrolled in the County's Deferred Compensation program, at the rate of one percent (1%) of their pre-tax wages, unless he/she chooses 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.
3. Relocation Allowance
 - A. The County may provide a one-time Relocation Allowance of up to \$15,000.00 in order to alleviate the costs of relocation related expenses, for any new hires into a Department Head, Deputy or Assistant Department Head position; or a hard-to-fill management position, as determined by the Human Resources Director or their designee.
 - B. Any offers to pay Relocation Allowance require prior approval by the Human Resources Director. Each request will be reviewed on an individual basis, taking into consideration the reasonableness of the request.
 - C. The Relocation Allowance is non-retroactive and applicable only to qualified new hires whose start date is on or after the effective date of this resolution. This allowance is not applicable to current County employees.
 - D. Amount of allowance will depend on level of the position in the organization, recruitment history and distance between the new hire's old residence and new workplace and is not to exceed \$15,000.
 - E. New hire must repay Relocation Allowance if employment with the County is terminated within a 12-month period.

4. Military Leave Pay

- A. Any permanent employee of the County of San Mateo, whether full-time or part-time, who is ordered to active military duty in connection with military expeditions and operations in support of the Global War on Terrorism, or in connection with military operations in Iraq or Afghanistan, shall receive the following compensation and benefits:
- 1) For the first thirty days of the employee's term of active military duty, the employee shall be entitled to the paid military leave as set forth in section 395.01 (a) of the California Military and Veteran's Code, to the extent that the employee has not already received thirty days of paid military leave during the fiscal year in which the employee is called to active duty. Thereafter, the employee shall receive the difference between the employee's total military compensation, including the employee's base pay and all taxable and nontaxable allowances, and the employee's base pay from the County.
 - 2) Full benefits as would be provided if working for the County to the extent such provision of benefits is consistent with the contractual obligations of the County. Benefits shall include accrual of vacations, sick leave, compensatory time, health coverage, dental coverage, life insurance, and credit for hours worked towards retirement.
- B. The re-employment upon completion of active military duty of any permanent employee of the County who is ordered to active military duty in connection with military expeditions and operations in support of the Global War on Terrorism, in connection with military operations in Iraq and Afghanistan, shall be governed by applicable law, such as the Veterans' Reemployment Rights Act, subject to the additional compensation and benefits provided in paragraph 1 above.

SECTION 6 - PAY FOR WORKING OUT OF CLASSIFICATION

When an employee not covered by a Memorandum of Understanding has been assigned in writing by the department head or designated representative to perform the work of a permanent position having a different classification and being paid at a higher rate, and if they have worked in such classification for five (5) consecutive workdays (or four (4) consecutive workdays for employees working 4 day - 10 hour shifts), they shall be entitled to payment for the higher classification, as prescribed for promotions in section 2.28.040 of the Ordinance Code, retroactive to the first (1st) workday and continuing during the period of temporary assignment, under the conditions specified below:

1. The assignment is caused by the temporary or permanent absence of the incumbent;

2. The employee performs the duties regularly performed by the absent incumbent, and these duties are clearly not included in the job description of their regular classification;
3. The temporary assignment to work out of classification which extends beyond twenty (20) working days be approved by the Human Resources Department Director, a copy of the approval form to be given to the employee; and
4. A copy of the department head's written approval must be submitted in advance to the Human Resources Department Director. If the Human Resources Department Director determines that they will not approve pay for work in the higher classification which exceeds twenty (20) workdays, the employee will be so notified and have the opportunity to discuss this matter with the Human Resources Department Director whose decision shall be final.

SECTION 7 – TRANSPORTATION ALLOWANCE

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 Executive may elect to receive a maximum biweekly transportation allowance in the amount of up to \$513 or as is currently set by the Board of Supervisors. Department heads, elected officials, and certain management employees designated by the County Executive may elect to receive such transportation allowance in a maximum biweekly amount not to exceed \$513, dependent on usage and approval by the County Executive.

SECTION 8 – MILEAGE

At the option of the department head, employees assigned to remote work locations may be allowed mileage reimbursement for travel to and from work provided that:

1. The first twenty-five (25) miles traveled in one day are excluded;
2. The employee is reimbursed for no more than twenty-five (25) miles traveled in one day; and
3. The Board of Supervisors has established the rate of reimbursement.

SECTION 9 - MEALS AND CHARGES

The following personnel will not be charged for meals while on duty:

1. Cooks, Food Service Workers or other personnel involved in the preparation of food as determined by the Human Resources Department Director.

2. Group Supervisors.
3. Sheriff's personnel assigned to the County Jail or Work Furlough Facility who are not allowed to leave during their tour of duty.
4. Human Services Care Counselors and Supervisors assigned to the dependent Children's Home.
5. Non-County personnel providing professional services at Youth Services Center Juvenile Hall or Camp Glenwood.
6. Deductions for meals for other employees shall be the same whether taken as prepared at the institution and other places or prepared by an employee out of food provisions supplied by the County.

SECTION 10 - EXTRA HELP

1. No person shall be employed in an extra help capacity for longer than one thousand forty (1040) hours in any one classification in the same department during the fiscal year unless otherwise authorized by the County Executive.
2. Extra help compensation shall be reduced by 7.5% from the listed rate for the classification and the amount contributed towards a deferred compensation plan in lieu of retirement benefits.
3. Effective July 1, 2015, upon working thirty (30) days within one (1) year of beginning employment and on an annual basis thereafter for the period of continued employment, extra help employees shall be granted twenty-four (24) hours or the equivalent of three (3) regularly scheduled shifts of paid sick leave. Unused sick leave shall expire at the end of the fiscal year upon receipt of the new, annual allocation or failure to return to employment.
4. The following classifications, in addition to those listed in Section 14, are determined appropriate classifications for Extra Help employment:

<u>ITEM NO.</u>	<u>TITLE</u>	<u>RATE OF PAY</u>
B066	Psychiatric Resident – PES	See Section 10.7
B101	Physician Specialist - U	See Section 10.7
B113	Psychiatric Specialist - U	See Section 10.7
B125	Physician Specialist – Pediatrics - U	See Section 10.7
B129	Psychiatric Specialist – Inpatient - U	\$169.81 per hour
D072	Special Projects Coordinator I - EH	\$73.58 - \$95.22 per hour
D073	Special Projects Coordinator II – EH	\$97.39 - \$127.69 per hour
D074	Special Projects Coordinator III – EH	\$129.85 – \$162.32 per hour
F098	Relief Nursing Supervisor	See Section 10.6
F104	Relief Nurse	See Section 10.6

F155	Laboratory Assistant I	\$18.61 to \$23.26 per hour
I020	Revenue Collector – EH	\$18.61 per hour
I050	BHRS Intern	\$13.89 - 20.00 per hour
I050C	BHRS Intern – Stipend Only	\$10.00 - \$20.00 Hourly
I052	Intern/Fellow I	\$18.61 per hour
I053	Intern/Fellow II	\$19.68 – \$20.81 per hour
I054	Intern/Fellow III	\$25.21 - \$33.62 per hour
I059	Intern/Fellow IV	\$35.72 - \$44.13 per hour
I070	STEP Intern	\$18.61 - \$23.26 per hour
I080	Mental Health Peer Counselor	\$20.00 per hour
I091	Project/Program Associate I	\$18.61 - \$20.81 per hour
I092	Project/Program Associate II	\$19.48 - \$23.80 per hour
I093	Project/Program Associate III	\$25.97 - \$32.47 per hour
I094	Project/Program Associate IV	\$34.63 - \$43.28 per hour
I096	Project/Program Associate V	\$45.45 - \$54.11 per hour
P217	Permit Appeals Board Member	\$50.00 per hour

5. Salaries for the following extra help classifications shall be adjusted by the same COLA percentage and schedule as those classifications covered by the SEIU collective bargaining unit:

- D072, Special Projects Coordinator I
- D073, Special Projects Coordinator II
- D074, Special Projects Coordinator III
- I052, Intern/Fellow I
- I053, Intern/Fellow II
- I054, Intern/Fellow III
- I059, Intern/Fellow IV
- I070, STEP Intern
- I091, Project/Program Associate I
- I092, Project/Program Associate II
- I093, Project/Program Associate III
- I094, Project/Program Associate IV
- I096, Project/Program Associate V

6. Salary for the following extra help classifications shall be 5% above its corresponding represented nurse classification as specified below. COLA and equity adjustments under the collective bargaining contract for represented classifications shall apply to the extra help classifications at the same rate and schedule:

Extra Help Classification

F098, Relief Nursing Supervisor
F104, Relief Nurse

Corresponding Represented Classification

F012, Charge Nurse
F014, Ambulatory Care Nurse

7. Salaries for the following extra help physician classifications shall be aligned to their corresponding represented physician classification as specified below. COLA and equity adjustments under the collective bargaining contract for represented classifications shall apply to the extra help classifications at the same rate and schedule.

Extra Help Classification	Corresponding Represented Classification
B066, Psychiatric Resident – PES	F140, Adult Psychiatrist
B101, Physician Specialist – Unc.	F124, Staff Physician
B113, Psychiatric Specialist – Unc.	F140, Adult Psychiatrist
B125, Physician Specialist Ped – Unc.	F123, Staff Physician – Pediatrics

Salary for B129, Psychiatric Specialist Hospital Inpatient – Unclassified shall be adjusted on the same schedule and by the same COLA and equity adjustment percentage as F140, Adult Psychiatrist.

8. The County will determine Affordable Care Act (ACA) eligibility of extra help employee by virtue of the extra-help worker's appointed FTE (Full-time Equivalent) upon hire or actual hours worked within a measurement period.

Category A (Appointed FTE) - Extra-help workers who work a Full Time Equivalent (FTE) of 0.75 or more (as defined by the Patient Protection and Affordable Care Act (ACA) of 2010) will be offered coverage effective the first of the following month after hire. Workers who remain in this Category will be included in the County's Standard Measurement Period (October of current year to October of next year) and will be part of the annual open enrollment process. Extra-help workers in classifications designated as "relief" and "seasonal" are not eligible for coverage under this category.

Category B (Actual Hours Worked) - For the purposes of the Patient Protection and Affordable Care Act (ACA) of 2010 the following types of employee classification will be placed in an initial measurement period (IMP) of twelve (12) months from hire date to determine if actual hours worked during this time is an average of thirty (30) hours or more per week:

- Part-time worker: the County reasonably expects worker to be employed on average less than thirty (30) hours of service per week during the initial measurement period, based on all facts and circumstances on worker's start date.
- Seasonal worker: customary annual employment for the position is six (6) months or less, and that period begins each calendar year in approximately the same part of the year.
- Variable hour worker: based on the facts and circumstances on your start date, the County cannot determine whether the worker is reasonably expected to be employed an average of at least thirty (30) hours of service per week during the initial measurement period because the hours will be variable or otherwise uncertain.

7. Non-represented, non-management extra help employees in positions requiring bilingual proficiency as designated by the appointing authority and certified by Human Resources Director shall receive a salary differential of Seventy Dollars (\$70.00). Said differential shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period.
8. Confidential and Management extra-help and limited term employees with a minimum of one thousand forty (1,040) continuous hours of service, defined as no break in service of greater than twenty-eight (28) consecutive calendar days are eligible to apply in recruitments designated as:
 - Department Promotional Only
 - County Promotional Only
 - Open and Promotional
 - Open

For ranking purposes, Confidential and Management Extra Help Employees with one thousand forty (1,040) hours of continuous service will receive five (5) promotional points for Open and Promotional recruitments as afforded to regular employees

SECTION 11 - EXTRA HELP-LIMITED TERM EMPLOYEES

1. Limited Term appointments are subject to approval of the Human Resources Director or their designee and total employment period for limited term employees cannot exceed 6,240 hours. This includes any extra-help hours accrued after the limited term appointment.
2. Limited term employees are not eligible for pension benefits or retiree health benefits.
3. Limited Term Employees will receive a 401A plan with 3-year graded vesting as follows: 1/3 after year one, 2/3 after year two and 100% after year three. Employer contribution may vary but may include: 2% of compensation in year one, 3% of compensation in year two, 4% of compensation in year three and in addition 100% employer match up to the first 3% of the employee's contribution into the 401a.

4. Limited Term employees that are in classifications for which regular employees occupying the same classification are subject to a collective bargaining agreement, or the Management, Attorney or Confidential Resolutions, will receive health, vacation, holiday, sick leave and other special compensation and benefits provided to the regular employees by the respective collective bargaining agreement or Resolution. This section does not apply to Limited Term employees covered by the AFSCME/SEIU Extra Help Memorandum of Understanding as the terms and conditions for those employees are governed by the provisions of the AFSCME/SEIU Extra Help Memorandum of Understanding.
5. Limited Term employees that are in classifications for which there is no equivalent regular classification are eligible for the following:
 - a) All health benefits available to regular County employees covered by the AFSCME collective bargaining agreement with the County.
 - b) Vacation, holiday, sick leave and other benefits available to regular County employees covered by the Resolution for Unrepresented Confidential Employees excluding any provisions in the resolution related to pay, health benefits, pension, retiree health benefits and severance benefits.
 - c) Any relevant Special Compensation provisions defined in the Master Salary Resolution for the term employee's classification. Authorization for special compensation is conditional on approval by the Human Resources Director.
 - d) A salary differential of Seventy Dollars (\$70.00) for incumbents in positions requiring bilingual proficiency as designated by the appointing authority and certified by Human Resources Director. Said differential shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period.

SECTION 12 – VACATION

1. The County Executive shall have the authority to permit department heads to accumulate up to 100 hours of vacation credits in excess of the limitation in the accumulation of vacation time established by Ordinance Code section 2.28.110.
3. Essential employees who had previously accrued vacation hours over the maximum limit shall have previously accrued excess hours transferred to their COVID-19 leave hour bank to maintain and use. This provision does not extend or revive the original policy as a whole nor does it allow for any employee to accrue any new vacation hours above the maximum accrual limit or earn additional essential worker COVID-19 leave hours.

SECTION 13 – SEVERABILITY

If any portion of this resolution is for any reason held to be unconstitutional or invalid, such unconstitutionality shall not affect the constitutionality or validity of the remaining portions of this resolution.

SECTION 14 - POSITION LISTING BY DEPARTMENT

On the following pages are the authorized positions by department for fiscal year 2022-2023.

SECTION 15 – EFFECTIVE DATE

Pursuant to Government Code § 25123(f), this resolution shall take effect retroactive to July 1, 2022 with the exception of any salary adjustment changes which are effective the first pay period after adoption of this resolution.