

## **RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, SITTING AS THE BOARD  
OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN  
MATEO, STATE OF CALIFORNIA**

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**RESOLUTION ESTABLISHING SALARIES AND BENEFITS FOR UNREPRESENTED  
MANAGEMENT AND CONFIDENTIAL EMPLOYEES OF THE HOUSING AUTHORITY  
OF THE COUNTY OF SAN MATEO FOR THE PERIOD OF OCTOBER 1, 2014,  
THROUGH SEPTEMBER 30, 2017.**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, sitting as  
the Board of Commissioners of the Housing Authority 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 and Confidential employees not covered by a  
Memorandum of Understanding.

**BE IT RESOLVED** that the following benefits are available to unrepresented  
Management and Confidential 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 Housing  
Authority Executive Director consistent with the Employer-Employee Relations  
Policy.

“Confidential” shall mean employees in positions so designated by the Housing  
Authority Executive Director consistent with the Employer-Employee Relations  
Policy.

#### **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 and Confidential 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

Effective October 1, 2014, employee contributions for health, dental and vision insurance will be 8% of both Kaiser and United HealthCare premium.

Effective October 1, 2015 and through the end of this resolution, employee contributions for health, dental and vision insurance will be 12% of Kaiser 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

The Housing Authority shall provide \$50,000 life insurance for employees. The coverage includes an additional \$50,000 for accidental death or dismemberment.

### 5. 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 \$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 Housing Authority Service.

- a) For Management and/or Confidential employees commencing employment before October 1, 2014:

The employer will pay to management and confidential employees who retire concurrently with separation from Housing Authority service one month's premium for the employee and eligible dependents for each 8 hours of unused sick leave.

- b) Management and/or Confidential employees commencing employment after October 1, 2014:

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

Employees who separate from Housing Authority 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 he/she must, if eligible, enroll in Medicare which also will be reimbursed by the Housing Authority 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

Employees shall receive 5 hours of administrative leave each 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.

In April of each year, employees will have the opportunity to convert 50% of their then current Administrative Leave hours balance for a cash payment. Time balances remaining at separation from Housing Authority employment shall be cashed out.

#### 8. Leave for Management Employees

The Housing Authority 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 Housing Authority 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 the Housing Authority the required number of years for the higher accrual rate, provided such credit must be made within 180 days of employment.

9. Salaries.

Employees shall receive the salary rates indicated in Exhibit A.

10. 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 Housing Authority Executive Director.

B. Bilingual Pay: A salary differential of Sixty Dollars (\$60.00) biweekly shall be paid incumbents of positions requiring bilingual proficiency as designated by the Executive 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. Designation of positions for which bilingual proficiency is required is the sole prerogative of the Housing Authority and the decision of the Executive Director is final.

Eligible positions shall be designated as follows:

1. A particular second language is critical to the day to day operations of the Housing Authority, and
2. The need of the position to use a second language on the job is at least 20% of the time.
3. The bilingual duties cannot effectively be assigned to a non-management employee.

If an employee has been receiving bilingual pay for thirty (30) or more calendar days immediately preceding a paid holiday, or the commencement of a vacation or the commencement of a paid sick leave period, or compensatory time off, as the case may be, the bilingual pay shall be included in such employee's holiday pay, vacation pay, paid sick leave or paid compensatory time on a pro-rated basis.

11. Floating Holiday.

Management and confidential employees in paid status can take one additional day off between December 25, 2014 and January 2, 2015.

**SECTION 2. This resolution is effective on October 1, 2014.**

**NOW THEREFORE**, 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 Resolution 2014-12 Establishing Salaries and Benefits for Unrepresented Management and Confidential employees for the period of October 1, 2014 through September 30, 2017.

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