

RESOLUTION NO. _____

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

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RESOLUTION ESTABLISHING THE SALARY AND BENEFITS OF UNREPRESENTED
CONFIDENTIAL EMPLOYEES OF THE COUNTY OF SAN MATEO FOR THE TERM OF
NOVEMBER 10, 2013 THROUGH OCTOBER 11, 2014

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 Confidential unit personnel not covered by a Memorandum of Understanding, and

BE IT RESOLVED that Resolution No. 072139C is rescinded and the following benefits are available to unrepresented Confidential unit personnel not covered by a Memorandum of Understanding:

SECTION 1: SALARIES AND BENEFITS

1. Definition

“Confidential” shall mean employees in positions so designated by the Human Resources Director consistent with the Employer-Employee Relations Policy. This Resolution does not apply to Court employees.

2. Retirement and Social Security

2.1 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 Employee’s 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”). The County will contribute 50% of the employees’ contribution to the Retirement System.

2.2 For employees in the miscellaneous retirement system hired before August 7, 2011: The County implemented the 2%@55.5 retirement enhancement (Government Code Section 31676.14) for employees in the General Retirement Plan for employees who retire on or after March 13, 2005.

The enhancements apply to all future service and all service back to the date of employment pursuant to the Board of Supervisor's 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 share in the cost of the 31676.14 enhancements through increased retirement contributions by way of payroll deductions as follows:

- Employees shall contribute an additional 3% of compensation earnable as defined in SamCERA regulations.
- These contributions will not be reduced by the employer pick-ups described above.

2.3 For employees in the miscellaneous retirement system hired on or after August 7, 2011 and before January 1, 2013, the retirement benefit options shall be: Upon the adoption of a resolution making Government Code section 31676.1 effective, the retirement benefit for employees hired on or after August 7, 2011 or the date of the adoption of the resolution, whichever is later, shall be the 1.725% @ 58 benefit. This is referred to as Plan 5.

2.4 Plan 4 (as described in 2.2, above) is closed to new employees hired on or after the effective date of the commencement of Plan 5. However, Plan 5 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 SamCERA to pay all of the employee and employer contributions and interest that would have been required if the employee had been in Plan 4 since the date of employment. These contributions and interest will not be reduced by the employer pick-ups described above.

2.5 Non-Contributory plan. 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, the transfer to Plan 5 is for future Plan 5 service credit 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 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. These contributions and interest will not be reduced by the employer pick-ups above.

2.6 Retirement COLA

All employees who were hired or rehired on or after August 7, 2011, will pay up to 50% of the Retirement COLA cost as determined by SamCERA. These contributions will not be reduced by the employer pick-ups described above in section 2.2.

2.7 Employees hired on or after January 1, 2013 who are placed in Plan 5 by SamCERA will only be subject to the applicable provisions of sections 2.1, 2.3, 2.4 and 2.6 above. The County will make contributions toward the employees' required contribution to the Retirement System for these Plan 5 members as set forth in the above cited paragraphs.

Employees hired on or after January 1, 2013 who are placed in Plan 7 by SamCERA will not be subject to any provisions in sections 2.1 through 2.6. The County will not make any contributions toward the employees' required contribution to the Retirement System for Plan 7 members.

3. Health Insurance

Effective April 1, 2011, employee contributions for health insurance will be 15% of the Health Maintenance Organization (HMO) premium and 25% of the Point of Service (POS) premium.

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 hospital and medical care premiums described above.

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, the County will pay three-fourths (3/4) of the hospital and medical care premiums described above.

In either case cited above, the County contribution shall be based on the designation by management of the position as either half-time or three-quarter time, not on the specific number of hours worked.

Effective January 1, 2014, all employees shall be provided with a Flexible Spending Account "debit card" with a value of Two Hundred Dollars (\$200.00).

4. Dental Insurance

The County shall contribute 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 one of these plans.

6. Life Insurance

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

Employees, depending on pre-qualification, may purchase additional term life insurance to a maximum of \$500,000 for employee, \$250,000 for spouse, and \$10,000 for dependents.

7. Accidental Death and Dismemberment Insurance

The County shall pay the premium for \$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 \$2400 per month.

Benefits for psychiatric disabilities that result from stress, depression or other life events are restricted to 2 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.

9. 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 agreement:

For employees hired on or prior to April 1, 2008: The County will pay to 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 who separate from County service and enter into deferred retirement or otherwise separate without retiring are not eligible for this benefit.

For employees commencing employment between April 1, 2008 and December 31, 2010: 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. Employees who separate from County service and enter into deferred retirement or otherwise separate without retiring are not eligible for this benefit. For active employees, 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 employees commencing employment after January 1, 2011: For 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. Employees who separate from County service and enter into deferred retirement or otherwise separate without retiring are not eligible for this benefit.

Employees 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 employees: On the death of an employee (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 he/she 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 his/her balance.

10. Bereavement Leave

Employees will be provided two days of paid bereavement leave upon the death of the employee's parent, spouse, domestic partner, child or step-child.

11. Severance Pay

If the position of an employee is abolished and the employee is unable to displace another employee 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 up to a maximum of ten (10) weeks of pay,
- 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 six (6) months contingent on the employee continuing to pay their share;

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 agency, 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.

12. Holiday

Regular full-time employees 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 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.

13. Salaries

The salary ranges are set forth in Exhibit A which is attached hereto and made a part hereof.

14. Special Compensation

Board of Supervisors

The Office of each member of the Board of Supervisors may be staffed with three positions in any one of the following three combinations: 1) one Chief Legislative Aide and two Legislative Aides, 2) two Chief Legislative Aides and one Legislative Aide, or 3) three Legislative Aides. Any of the positions listed above may be under filled with an Executive Assistant position. The salary for any individual in any of these three positions may not exceed the top step of the classification plus 10% provided that the total salaries of the combinations cannot exceed the combined top step salary for One Chief Legislative Aide and two Legislative Aides.

SECTION 2. This resolution is effective on November 5, 2013 unless otherwise specified.

EXHIBIT A

Confidential Salaries: 11/10/2013

Class Code	Class Title	Range	A	B	C	D	E
E539	ACCOUNTANT I-C	\$30.37	\$1,944.00	\$2,055.20	\$2,172.80	\$2,297.60	\$2,429.60
E540	ACCOUNTANT II-C	\$35.51	\$2,272.80	\$2,403.20	\$2,540.80	\$2,686.40	\$2,840.80
E031	ADMIN ASST I-C	\$32.38	\$2,072.00	\$2,191.20	\$2,316.80	\$2,449.60	\$2,590.40
E090	ADMIN ASST II-C	\$36.80	\$2,355.20	\$2,490.40	\$2,632.80	\$2,784.00	\$2,944.00
E005	ADMIN SECRETARY II-C	\$29.25	\$1,872.00	\$1,979.20	\$2,092.80	\$2,212.80	\$2,340.00
E006	ADMIN SECRETARY III-C	\$30.68	\$1,963.20	\$2,076.00	\$2,195.20	\$2,321.60	\$2,454.40
V216	ADV SYSTEMS ENGINEER-C	\$53.48	\$3,422.40	\$3,619.20	\$3,826.40	\$4,046.40	\$4,278.40
E475	AGENDA ADMINISTRATOR-C	\$35.11	\$2,247.20	\$2,376.00	\$2,512.00	\$2,656.80	\$2,808.80
E494-Y	AGENDA ADMIN-Y-RATED	\$36.71	\$0.00	\$0.00	\$0.00	\$0.00	\$2,936.80
E463	ASSISTANT CLERK OF THE BO	\$40.39	\$2,584.80	\$2,733.60	\$2,890.40	\$3,056.00	\$3,231.20
V201	ASSISTANT SYSTEMS ENGR-C	\$35.56	\$2,276.00	\$2,406.40	\$2,544.80	\$2,690.40	\$2,844.80
V206	ASSOCIATE SYSTEMS ENGR-C	\$41.84	\$2,677.60	\$2,831.20	\$2,993.60	\$3,165.60	\$3,347.20
G229	COMM PROG SPC II-C	\$34.51	\$2,208.80	\$2,335.20	\$2,469.60	\$2,611.20	\$2,760.80
B190	COMM PROG SPC II-U-C	\$34.51	\$2,208.80	\$2,335.20	\$2,469.60	\$2,611.20	\$2,760.80
B189	COMM PROG SPC I-U-C	\$30.81	\$1,972.00	\$2,084.80	\$2,204.80	\$2,331.20	\$2,464.80
E055	COMMUNICATION SPEC-C	\$45.07	\$2,884.80	\$3,049.60	\$3,224.80	\$3,409.60	\$3,605.60
B027	EXEC ASST BOARD SUPV-C-U	\$37.36	\$2,391.20	\$2,528.00	\$2,673.60	\$2,826.40	\$2,988.80
E468	EXEC ASST-C	\$35.56	\$2,276.00	\$2,406.40	\$2,544.80	\$2,690.40	\$2,844.80
E476	EXEC SECRETARY-C	\$33.87	\$2,168.00	\$2,292.00	\$2,423.20	\$2,562.40	\$2,709.60
B018	EXEC SECRETARY-C-U	\$33.87	\$2,168.00	\$2,292.00	\$2,423.20	\$2,562.40	\$2,709.60
E465	FISCAL OFFICE ASST I-C	\$22.58	\$1,444.80	\$1,528.00	\$1,616.00	\$1,708.00	\$1,806.40
E466	FISCAL OFFICE ASST II-C	\$23.80	\$1,523.20	\$1,610.40	\$1,703.20	\$1,800.80	\$1,904.00
E479	FISCAL OFFICE SERV SUP-C	\$32.38	\$2,072.00	\$2,191.20	\$2,316.80	\$2,449.60	\$2,590.40
E470	FISCAL OFFICE SPEC-C	\$27.26	\$1,744.80	\$1,844.80	\$1,950.40	\$2,062.40	\$2,180.80
N040	GRAPHIC ASSOCIATE-C	\$28.16	\$1,802.40	\$1,905.60	\$2,015.20	\$2,130.40	\$2,252.80
N042	GRAPHICS SPECIALIST-C	\$32.38	\$2,072.00	\$2,191.20	\$2,316.80	\$2,449.60	\$2,590.40
E013	HUMAN RESOURCES TECH-C	\$30.48	\$1,950.40	\$2,062.40	\$2,180.80	\$2,306.40	\$2,438.40
E013-Y	HUMAN RESOURCES TECH-Y-C	\$32.38	\$2,072.00	\$2,191.20	\$2,316.80	\$2,449.60	\$2,590.40
V236	INFO TECHNOLOGY ANALYST-C	\$48.80	\$3,123.20	\$3,302.40	\$3,492.00	\$3,692.00	\$3,904.00
V232	INFO TECHNOLOGY TECH-C	\$38.68	\$2,475.20	\$2,617.60	\$2,768.00	\$2,926.40	\$3,094.40
E383	LEAD LEGAL SECRETARY-C	\$33.21	\$2,125.60	\$2,247.20	\$2,376.00	\$2,512.80	\$2,656.80
E339	LEAD OFFICE ASST-C	\$25.28	\$1,617.60	\$1,710.40	\$1,808.80	\$1,912.80	\$2,022.40

Confidential
Salaries: 11/10/2013

Class Code	Class Title	Range	A	B	C	D	E
E530	LEGAL EXECUTIVE ASST-C	\$37.36	\$2,391.20	\$2,528.00	\$2,673.60	\$2,826.40	\$2,988.80
B139	LEGAL EXECUTIVE ASST-C-U	\$37.36	\$2,391.20	\$2,528.00	\$2,673.60	\$2,826.40	\$2,988.80
E371	LEGAL OFFICE ASST II-C	\$26.18	\$1,675.20	\$1,772.00	\$1,873.60	\$1,980.80	\$2,094.40
E381	LEGAL SECRETARY I-C	\$27.75	\$1,776.00	\$1,877.60	\$1,985.60	\$2,099.20	\$2,220.00
E382	LEGAL SECRETARY II-C	\$30.88	\$1,976.00	\$2,089.60	\$2,209.60	\$2,336.00	\$2,470.40
E471	OFFICE ASSISTANT I-C	\$19.91	\$1,274.40	\$1,347.20	\$1,424.80	\$1,506.40	\$1,592.80
E472	OFFICE ASSISTANT II-C	\$22.89	\$1,464.80	\$1,548.80	\$1,637.60	\$1,732.00	\$1,831.20
E467	OFFICE SERVICES SUPVSR-C	\$30.80	\$1,971.20	\$2,084.00	\$2,204.00	\$2,330.40	\$2,464.00
E464	OFFICE SPECIALIST-C	\$25.28	\$1,617.60	\$1,710.40	\$1,808.80	\$1,912.80	\$2,022.40
E016	PARALEGAL-C	\$33.21	\$2,125.60	\$2,247.20	\$2,376.00	\$2,512.80	\$2,656.80
E469	PAYROLL/PERS SVC SPEC-C	\$27.26	\$1,744.80	\$1,844.80	\$1,950.40	\$2,062.40	\$2,180.80
E462	PAYROLL/PERS SVC SUPVR-C	\$30.80	\$1,971.20	\$2,084.00	\$2,204.00	\$2,330.40	\$2,464.00
E474	PUBLIC SVCS SPECIALIST-C	\$24.03	\$1,537.60	\$1,626.40	\$1,719.20	\$1,818.40	\$1,922.40
E488	RET EXE SECRETARY-C	\$33.87	\$2,168.00	\$2,292.00	\$2,423.20	\$2,562.40	\$2,709.60
E050	RETIREMENT ANALYST - C	\$33.93	\$2,171.20	\$2,296.00	\$2,428.00	\$2,567.20	\$2,714.40
E004	SENR ACCOUNTANT-C	\$43.56	\$2,788.00	\$2,948.00	\$3,116.80	\$3,296.00	\$3,484.80
V239	SENR GRAPH SPEC - C	\$39.45	\$2,524.80	\$2,669.60	\$2,823.20	\$2,984.80	\$3,156.00
V212	SYSTEMS ENGINEER-C	\$49.78	\$3,185.60	\$3,368.80	\$3,561.60	\$3,766.40	\$3,982.40