

## **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 OCTOBER 12, 2014 THROUGH OCTOBER 6, 2018**

**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**BE IT RESOLVED** that Resolution No. 072883 is rescinded and the following benefits are available to unrepresented Confidential unit personnel not covered by a Memorandum of Understanding: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 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”).

## **2.2. Employees 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.

**Plan 3:** 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, the employee has the option to transfer to Plan 2 or 4 after providing the equivalent of five years of consecutive service (10,400 hours) to the County. These employees may elect to transfer 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 2 or Plan 4 since the date of employment, plus interest.

## **2.3. Employees 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 in 2.2 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.

**2.4. Employees 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 2.1, 2.3 and 2.5.

**Plan 7:** Employees who are placed in Plan 7 by SamCERA will not be subject any provisions in sections 2.2-2.3 and 2.5. The County will not make any contributions toward the employees' required contribution to the Retirement System for Plan 7 members.

**2.5. Retirement COLA**

All employees who were hired or rehired on or after August 7, 2011, will pay 50% of the Retirement COLA cost as determined by SamCERA.

Effective July 4, 2016, all employees, regardless of plan or hire date, will pay 50% of the Retirement COLA costs as determined by SamCERA.

**3. Health Insurance**

Employee contributions for health insurance will be 15% of the Health Maintenance Organization (HMO) premium and 25% of the Point of Service (POS) premium. Employees who elect a High Deductible Health Plan (HDHP) will contribute 15% of the premiums and will receive an amount equal to 50% of the deductible placed into a Health Spending Account.

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, or otherwise qualify as a “full time employee” under the provisions of the Affordable Care Act (ACA), the County will pay 85% of the Kaiser High Deductible Health Plan (HDHP) or three-fourths (3/4) of the hospital and medical care premiums described above.

Effective January 1, 2015, 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, payable per the terms and conditions of the plan.

9. Deferred Compensation

Effective January 1, 2016, each new employee 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 or 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.

#### 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 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.

#### 11. 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, sibling, mother-in-law, father-in-law, grandparents or grandchildren.

#### 12. Severance Pay

If the position of an employee is abolished and the employee is unable to displace another employee within their department as defined 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 the employee to \$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 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.

### 13. 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.

### 14. Salaries

The salary ranges are set forth in Exhibit A which is attached hereto and made a part hereof. Effective November 9, 2014 there shall be a four and one half percent (4.5%) increase. In addition, effective July 5, 2015, all employees shall receive one percent (1%) increase in order to offset the requirement that all employees, regardless of plan or hire date, shall pay 50% of the Retirement COLA cost commencing July 4, 2016. Effective October 11, 2015, there shall be a three percent (3%) increase. Effective October 9, 2016, there shall be a three percent (3%) increase. Effective October 8, 2017, there shall be an increase of a minimum two percent (2%) and maximum three percent (3%) based on CPI.

In addition, there shall be a differential of four percent (4%) for all employees, regardless of retirement plan or hire date, effective October 12, 2014 to offset the elimination of the employer paid member contribution to retirement.

### 15. Special Compensation

#### **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.

**SECTION 2.** This resolution is effective on October 12, 2014 unless otherwise specified.