

RESOLUTION NO. 2010-12

**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**

* * * * *

**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, 2010
THROUGH SEPTEMBER 30, 2013**

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: Salaries and Benefits

1. Definition

"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 contributions 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

The Housing Authority shall contribute the full premium of health, dental and vision insurance through the Teamsters Trust Plan from October 1, 2010 through September 30, 2011. Employees will pay 5% of monthly premiums effective October 1, 2011, and additional 3% beginning October 1, 2012. Family members eligible for coverage shall include spouse, children, children of domestic partner and any other dependent deemed eligible by the Teamster Trust Plan.

4. Life Insurance

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

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.

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. 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.

7. Administrative Leave Time.

Employees shall receive 5 hours of administrative leave each pay 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 Confidential Personnel: Management and 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 compensation 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 Fifty Dollars (\$50.00) 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 month. 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.

SECTION 2. This resolution is effective on October 1, 2010.

* * * * *

071151

Exhibit A

Housing Authority of the County of San Mateo

Salary Schedule for Management / Confidential Employees July 2010 to September 2013

CLASSIFICATION TITLE	EFFECTIVE DATE	BI-WEEKLY STEP-A	BI-WEEKLY STEP-B	BI-WEEKLY STEP-C	BI-WEEKLY STEP-D	BI-WEEKLY STEP-E
ADMINISTRATIVE SECRETARY II	10/3/2010	1,952.80	2,064.80	2,183.40	2,308.80	2,441.40
	10/3/2011	1,982.00	2,095.80	2,216.20	2,343.40	2,478.00
	9/30/2012	2,021.80	2,137.60	2,260.40	2,390.40	2,527.60
ADMINISTRATIVE SECRETARY III (Confidential)	10/3/2010	2,047.20	2,164.80	2,289.00	2,420.40	2,559.40
	10/3/2011	2,078.00	2,197.20	2,323.40	2,456.80	2,597.80
	9/30/2012	2,119.40	2,241.20	2,369.80	2,505.80	2,649.80
ASSISTANT FINANCE OFFICER	10/3/2010	2,771.00	2,930.00	3,098.20	3,276.00	3,464.00
	10/3/2011	2,812.60	2,974.00	3,144.60	3,325.20	3,516.00
	9/30/2012	2,868.80	3,033.40	3,207.60	3,391.60	3,586.20
EXECUTIVE ASSISTANT (Confidential)	10/3/2010	2,343.80	2,478.40	2,620.60	2,771.00	2,930.00
	10/3/2011	2,379.00	2,515.60	2,660.00	2,812.60	2,974.00
	9/30/2012	2,426.60	2,565.80	2,713.20	2,868.80	3,033.40
HOUSING PROGRAMS SUPERVISOR	10/3/2010	2,432.60	2,572.20	2,719.80	2,875.80	3,040.80
	10/3/2011	2,469.00	2,610.80	2,760.60	2,919.00	3,086.40
	9/30/2012	2,518.40	2,663.00	2,815.80	2,977.40	3,148.20
PROGRAM COMPLIANCE OFFICER I	10/3/2010	2,111.00	2,232.20	2,360.40	2,496.00	2,639.20
	10/3/2011	2,142.60	2,265.60	2,395.80	2,533.40	2,678.80
	9/30/2012	2,185.60	2,311.00	2,443.80	2,584.20	2,732.40
PROGRAM COMPLIANCE OFFICER II	10/3/2010	2,444.00	2,584.20	2,732.60	2,889.40	3,055.20
	10/3/2011	2,480.60	2,623.00	2,773.60	2,932.80	3,101.00
	9/30/2012	2,530.20	2,675.40	2,829.00	2,991.40	3,163.00
PROCUREMENT AND CONTINUOUS QUALITY IMPROVEMENT ADMINISTRATOR	10/3/2010	2,828.80	2,991.20	3,163.00	3,344.40	3,536.40
	10/3/2011	2,871.20	3,036.00	3,210.40	3,394.60	3,589.40
	9/30/2012	2,928.60	3,096.80	3,274.60	3,462.40	3,661.20
RENTAL PROGRAMS MANAGER	10/3/2010	3,610.60	3,818.00	4,037.00	4,268.60	4,513.60
	10/3/2011	3,664.80	3,875.20	4,097.60	4,332.60	4,581.40
	9/30/2012	3,738.00	3,952.80	4,179.60	4,419.20	4,673.00
SENIOR SUPERVISING ACCOUNTANT	10/3/2010	2,733.60	2,890.60	3,056.40	3,231.80	3,417.20
	10/3/2011	2,774.60	2,934.00	3,102.20	3,280.20	3,468.40
	9/30/2012	2,830.00	2,992.60	3,164.20	3,345.80	3,537.80

COLA:

10/03/2010 - \$400.00 One time lump sum at time of MOU adoption

10/02/2011 - 1.5%

09/30/2012 - 2%

071151

Regularly passed and adopted this 30th day of November, 2010.

AYES and in favor of said resolution:

Supervisors:

MARK CHURCH

CAROLE GROOM

RICHARD S. GORDON

ROSE JACOBS GIBSON

ADRIENNE J. TISSIER

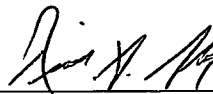
NOES and against said resolution:

Supervisors:

NONE

Absent Supervisors:

NONE



President, Board of Supervisors
County of San Mateo
State of California

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.



Rebecca Romero, Deputy
Clerk of the Board of Supervisors

071151