

## **RESOLUTION NO. .**

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

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#### **RESOLUTION 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**

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**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 2018-2019.

#### **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, under the heading "Class/Pattern" is the item code or series code and the title of each position or series. Under the heading "Biweekly Compensation Range" is 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. Under the heading "# of Positions" is the number of positions of each classification or classification series.

#### **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.

#### **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.

#### **Health System**

1. All - Any managing physician who obtains a Board Certification in a specialty that is their main assignment or a specialty area that is not their main assignment but is deemed by the Chief of the Health System or his/her designee to provide added value to the County shall receive a 5% Board Certification differential, in addition to all other compensation. No managing physician shall receive more than two Board Certification differentials.
2. All - 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 \$175 per hour or \$202 per hour for Physicians in the B129, Psychiatric Specialist – Inpatient classification, for all work performed between the hours of 6:00 p.m. and 6:00 a.m.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

9. 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.
10. San Mateo Medical Center – Extra help employees assigned to the Sexual Assault Reporting Team (SART) will receive on call pay at the rate of \$18.00 per hour for all hours in an on-call status and \$23 per hour for all hours in an on call status during a holiday. When such employees are called to investigate an alleged sexual assault case, said employees shall receive a flat rate payment of \$350.00 for all hours spent in relationship to the specific case. Employees shall 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.

### **Public Works Department**

1. An Engineer who is licensed by the State of California AND designated by the Public Works Department as a Traffic Engineer shall receive a 5.74% differential, in addition to all other compensation. No Engineer may have this license differential and the half-step Traffic Engineer license differential defined in the San Mateo County Council of Engineers side letter at the same time.

### **Sheriff's Office**

1. Sheriff Lieutenants assigned to supervise Sergeants that are designated as a detective shall receive a 5.74% differential pay, in addition to all other compensation.

### **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 his/her 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 work place, and is not to exceed \$15,000.
  - G. New hire must repay Relocation Allowance if employment with the County is terminated within a 12-month period.

## **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 he/she has worked in such classification for five (5) consecutive workdays (or four (4) consecutive workdays for employees working 4 day - 10 hour shifts), he/she 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 his/her 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 he/she 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 Manager 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 Manager may elect to receive such transportation allowance in a maximum biweekly amount not to exceed \$513, dependent on usage and approval by the County Manager.

## **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. Shelter 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 Manager.
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	\$130.00 per hour
B101	Physician Specialist - U	\$95.68 per hour
B113	Psychiatric Specialist - U	\$130.00 per hour
B125	Physician Specialist – Pediatrics - U	\$95.68 per hour
B129	Psychiatric Specialist – Inpatient - U	\$157.00 per hour
D072	Special Projects Coordinator I - EH	\$68.00 – 88.00 per hour
D073	Special Projects Coordinator II – EH	\$90.00 – 118.00 per hour
D074	Special Projects Coordinator III – EH	\$120.00 – 150.00 per hour
E333	Office Assistant Intern	\$15.00 per hour
E340	Office Assistant Summer Intern	\$15.00 per hour
F098	Relief Nursing Supervisor	\$60.38 – 75.48 per hour
F104	Relief Nurse	\$54.60 – 68.24 per hour
F155	Laboratory Assistant I	\$17.06 - 21.32 per hour
I020	Revenue Collector – EH	\$17.31 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	\$15.00 per hour
I053	Intern/Fellow II	\$16.00 – 22.00 per hour
I054	Intern/Fellow III	\$24.00 – 32.00 per hour
I059	Intern/Fellow IV	\$34.00 – 42.00 per hour
I070	STEP Intern	\$15.00 – 18.75 per hour
I080	Mental Health Peer Counselor	\$20.00 per hour
I090	Relief Respiratory Therapist – night shift	\$30.98 per hour
I091	Project/Program Associate I	\$15.00 – 17.00 per hour
I092	Project/Program Associate II	\$18.00 – 22.00 per hour
I093	Project/Program Associate III	\$24.00 – 30.00 per hour
I094	Project/Program Associate IV	\$32.00 – 40.00 per hour
I096	Project/Program Associate V	\$42.00 – 50.00 per hour
P217	Permit Appeals Board Member	\$50.00 per hour

5. 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.

#### **SECTION 11 - EXTRA HELP – TERM EMPLOYEES**

1. Extra Help – Term Employees can be employed for up to 3 years and will receive Health Benefits as described in the respective Memorandum of Understanding or Resolution. Employees also receive vacation and sick leave accrual as outlined in the County Code of Ordinances (Section 2.71.120 and 2.71.130).
2. Extra Help – Term Employees will receive a 401A plan with 3-year graded vesting (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.
3. Extra Help – Term appointments are subject to approval by the Director of Human Resources.

#### **SECTION 12 – VACATION**

1. The County Manager 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.

2. The County Manager and County Counsel shall accrue vacation at a rate of 13.85 hours for each biweekly pay period, with accumulation of vacation accrual limited to 720 hours. The County Manager and County Counsel may once each year receive a cash payment for up to 360 hours of accumulated vacation.

### **SECTION 13 – SEPARABILITY**

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 2018-2019.

### **SECTION 15 – EFFECTIVE DATE**

Pursuant to Government Code § 25123(f), this resolution shall take effect retroactive to July 1, 2018.

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