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 JANUARY 27, 2019 THROUGH DECEMBER 12, 2021

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BE IT RESOLVED that the effective date of Resolution No. 073522 is extended to January 26, 2019 and then hereby rescinded as of January 27, 2019 and replaced with this resolution establishing the following benefits for unrepresented Confidential unit personnel not covered by a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 or Extra Help 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, 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.

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. Escalation for new employees will be the same as existing employees, as described below.

Beginning for July 1, 2019, all employees will be enrolled in the deferred compensation program at the rate of one percent (1%) of their pre-tax wages unless they choose 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.

Concurrent with Cost of Living Adjustments (COLA) the deferrals will be increased in one percent (1%) increments to a maximum of five percent (5%).

10. <u>Health, Dental, and Vision Insurance after Retirement from County Service</u>

The following will be in effect for those who retire during the term of this resolution:

<u>For employees hired on or prior to April 1, 2008:</u> 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.

<u>For employees commencing employment between April 1, 2008 and December 31, 2010:</u> 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 twenty-four hours of paid bereavement leave upon the death of the employee's parent, spouse, domestic partner, child (including through miscarriage or stillbirth), step-child, sibling, sibling-in-law, mother-in-law, father-in-law, grandparent, grandparent-in-law 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. <u>Holiday</u>

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 full 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. <u>Vacation</u>

Vacation accruals shall be equal to that negotiated by the Service Employees International Union (SEIU).

15. <u>Winter Recess</u>

Winter Recess Days shall be equal to those negotiated by the Service Employees International Union (SEIU).

16. Salaries

The salary ranges are set forth in Exhibit A which is attached hereto and made a part hereof. Effective January 27, 2019 there shall be a three percent (3%) increase. In addition, effective January 27, 2019, all employees shall receive a one percent (1%) equity increase.

Effective December 15, 2019, there shall be a three percent (3%) increase. In addition, effective December 15, 2019, all employees shall receive a one percent (1%) equity increase. Effective December 13, 2020, there shall be an increase of a minimum two percent (2%) and maximum three percent (3%) based on CPI. In addition, effective December 13, 2020 all employees shall receive a one percent (1%) equity increase.

17. Longevity

Effective January 27, 2019, longevity pay shall begin to be phased in over the term of this resolution. At the completion of these incremental increases, timed to coincide with COLA increases, effective December 13, 2020, longevity pay shall be:

- One percent (1%) of base salary after the equivalent of five (5) years of full time County service (10,400 hours).
- An additional one and one-half percent (1.5%) of base salary (for a total of two and one-half percent (2.5%)) after the equivalent of ten (10) years of full time County service (20,800 hours)
- An additional one and one-half percent (1.5%) of base salary (for a total of four percent (4%)) after the equivalent of twenty (20) years of full time County service (41,600 hours)
- An additional two percent (2%) of base salary (for a total of six percent (6%)) after the equivalent of twenty-five (25) years of full time County service (52,000 hours).

Incremental increases will be as follows:

Years (hours) Completed	January 27, 2019	December 15, 2019	December 13, 2020
Five (10,400)	0.5%	+0.5% for a total of 1%	
Ten (20,800)	1%	+1% for a total of 2%	+0.5% for a total of 2.5%
Twenty (41,600)	1.5%	+1.5% for a total of 3%	+1% for a total of 4%
Twenty-five (52,000)	2%	+2% for a total of 4%	+2% for a total of 6%

18. 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 January 27, 2019 unless otherwise specified.

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