

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, ACTING AS THE GOVERNING BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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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, 2019 THROUGH SEPTEMBER 30, 2022.

RESOLVED, by the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo ("HACSM"), that

WHEREAS, this Governing Board of Commissioners of HACSM desires to establish certain salaries and benefits for unrepresented Management and Confidential employees not covered by a Memorandum of Understanding ("MOU");

WHEREAS, HACSM proposes that, in accordance with custom and practice, the same revised terms ratified by membership of the union, American Federation of State, County, and Municipal Employees Council 57 ("AFSCME") be adopted for the unrepresented management and confidential employees;

BE IT RESOLVED that the following benefits are available to unrepresented Management and Confidential personnel not covered by a Memorandum of Understanding:

Section 1: Salary and Benefits

1. Definitions

"Management" shall mean employees in positions so designated by the HACSM Executive Director consistent with the Employer-Employee Relations Policy.

"Confidential" shall mean employees in positions so designated by the HACSM Executive Director consistent with the Employer-Employee Relations Policy.

2. Retirement

Employees are covered under two defined contribution 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 percent 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

Employee contributions for health, dental, and vision insurance will be 12 percent of Kaiser and 14 percent of United HealthCare premium.

Family members eligible for coverage shall include spouse, children, children of domestic partner, and any other dependent deemed eligible by the health, dental, and vision plan provider(s).

4. Life Insurance

HACSM shall provide \$75,000 life insurance for employees. The coverage includes an additional \$75,000 for accidental death or dismemberment.

5. Long Term Disability Insurance

After 90 days 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 HACSM Service.

1. For Management and/or Confidential employees commencing employment before October 1, 2014:

The employer will pay to management and confidential employees who retire concurrently with separation from HACSM service one month's premium for the employee and eligible dependents for each eight hours of unused sick leave.

2. Management and/or Confidential employees commencing employment after October 1, 2014:

The employer will pay to management employees who retire concurrently with separation from HACSM service \$400 toward the premium for one month of the retiree health plan.

Employees who separate from HACSM 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 HACSM if sick leave credits are available. In the event the employee has fewer 96 hours of unused sick leave at the time of retirement, the employer will supplement the accruals up to a maximum of 96 hours.

7. Administrative Leave Time

Employees shall receive five hours of administrative leave each 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.

On an annual basis, employees will have the opportunity to convert 50 percent of their then current Administrative Leave hours balance for a cash payment. Time balances remaining at separation from HACSM employment shall be cashed out.

8. Leave for Management Employees

The HACSM 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 HACSM 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 HACSM 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 Exempt Confidential Personnel: Management and exempt 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 three minutes when called

AND

The manager cannot receive on-call when

- Using vacation, sick leave, or other paid or unpaid leave
- Working
- On meal break

Such designation is subject to the approval of the HACSM Executive Director.

Bilingual Pay: A salary differential of Seventy-Two Dollars (\$72.00) 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 pay period. Designation of positions for which bilingual proficiency is required is the sole prerogative of HACSM 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 HACSM, and
2. The bilingual duties cannot effectively be assigned to a non-management employee.

If an employee has been receiving bilingual pay for 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, 2019.

NOW THEREFORE, the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, hereby adopts a 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, 2019 through
September 30, 2022.

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