

RESOLUTION NO. _____

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

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MASTER SALARY RESOLUTION FOR FY 2020-21,
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

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 2020-21.

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, items under the heading “Hire Restriction” corresponds to the job title of the position. Under the heading “Position Count” is the number of positions of each classification or classification series.

Under the headings “Minimum Biweekly” and “Maximum Biweekly” are 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. Compensation for represented positions are set through publicly available Memoranda of Understanding, and salary for non-represented management, attorneys, and confidential employees are set through publicly available board resolution. Compensation for both represented and non-represented employees can also be set and amended through publicly available monthly salary resolution amendments.

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. Additional special compensation for specific positions may also be provided for in their respective Memoranda of Understanding, in the non-represented Management, Attorney, and Confidential employee resolutions or in publicly available salary resolution amendments.

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 percent, 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.

County Manager's Office

1. At the discretion of the County Manager or his/her designee, Management Analysts assigned to lead a Countywide special project, or a functional area shall receive up to 10 percent pay differential in addition to all other compensation.

County Library

1. One Library Branch Manager assigned by the Director of Library Services to oversee all Branch Managers shall be paid as if working out of classification in the Library Services Manager classification. Only one employee at a time may be so assigned.

Health System

1. All - Extra Help 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 12 percent of base pay for all work performed during the assigned night shift hours as determined by the County. Physicians in the extra-help classifications listed below shall receive \$45 per hour in addition to all other compensation, for all work performed during the assigned night shift hours as determined by the County.
 - B066 – Psychiatric Resident-Psychiatric Emergency Services
 - B113 – Psychiatric Specialist
 - B129 – Psychiatric Specialist Hospital Inpatient
2. 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 hours of “call back rate” pay.
3. 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.

4. Aging and Adult Services - One employee assigned to provide lead direction to staff in the community-based services unit shall receive a differential of five percent in addition to all other compensation. Only one employee at a time may be so assigned.
5. 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.
6. 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.
7. 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.
8. 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 percent 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.
9. 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 16 hours.

10. All – Extra help Physicians and Dentists who obtain Board certification in a specialty and who practice that specialty as their main assignment shall receive a five percent differential pay in addition to all other compensation. Extra help Physicians and Dentists who obtain Board certification in a specialty that is not their main assignment, but rather in a specialty that is deemed by either the Director of Behavioral Health and Recovery Services, the San Mateo Medical Center Chief Executive Officer or the Chief of the Health System to provide added value to the County shall be paid a five percent differential pay in addition to all other compensation. No extra help Physician or Dentist shall receive more than two Board certifications.

Information Services Department

1. An IS Manager who is assigned by the ISD Director to supervise Level II IS Project Managers and/or temporarily supervise other IS Managers shall receive a five percent differential in addition to all other compensation. An IS Manager who is assigned by the ISD Director to direct a large-scale, Countywide information services project shall receive a 10 percent differential in addition to all other compensation. No IS Manager will have both a five percent and 10 percent differential. This differential pay will be removed when the assignment ends. Usage of this differential pay shall be reviewed annually by ISD management.

Public Safety Communications

1. Managers in Public Safety Communications shall receive a two percent salary differential in addition to all other compensation if they possess a California Commission on Peace Officer Standards and Training (POST) Public Safety Dispatchers' Intermediate Certificate or a 5.5 percent salary differential in addition to all other compensation if they possess a POST Public Safety Dispatchers' Advanced Certificate.
2. 911 Communication Calltakers shall receive a 10 percent differential pay, in addition to all other compensation.

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 percent 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.
2. A Senior Capital Projects Manager who is licensed by the State of California as an Engineer or Architect AND designated by the Director of Public Works or the Project Development Unit Director to use such license in managing a large-scale project shall receive a five percent differential, in addition to all other compensation.

Sheriff's Office

1. Sheriff Lieutenants assigned to supervise Sergeants that are designated as a detective shall receive a 5.74 percent differential pay, in addition to all other compensation.
2. Any Sheriff's Criminal Records Technician I and/or II who is selected and assigned in writing by the department to act as "floating" technician and therefore expected to rotate between the records office in Redwood City and multiple sub-stations as needed for coverage, shall receive a 5.74 percent differential in addition to all other compensation. Such differential pay shall be removed if the rotational assignment is discontinued.

Miscellaneous

1. Confidential Pay Differential - Employees covered by the Confidential Employees resolution shall receive a five percent 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 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 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 consecutive workdays (or four consecutive workdays for employees working four-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 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 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 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 25 miles traveled in one day are excluded;
2. The employee is reimbursed for no more than 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 1,040 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 percent 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 30 days within one year of beginning employment and on an annual basis thereafter for the period of continued employment, extra help employees shall be granted 24 hours or the equivalent of three 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	See Section 10.7
B101	Physician Specialist - U	See Section 10.7
B113	Psychiatric Specialist - U	See Section 10.7
B125	Physician Specialist – Pediatrics - U	See Section 10.7
B129	Psychiatric Specialist – Inpatient - U	\$163.28 per hour
D072	Special Projects Coordinator I - EH	\$70.04 – \$90.64 per hour
D073	Special Projects Coordinator II – EH	See Section 10.5
D074	Special Projects Coordinator III – EH	See Section 10.5
E340	Office Assistant Summer Intern	See Section 10.5
F098	Relief Nursing Supervisor	See Section 10.6
F104	Relief Nurse	See Section 10.6
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	See Section 10.5
I053	Intern/Fellow II	See Section 10.5
I054	Intern/Fellow III	See Section 10.5
I059	Intern/Fellow IV	See Section 10.5
I070	STEP Intern	See Section 10.5
I080	Mental Health Peer Counselor	\$20.00 per hour
I091	Project/Program Associate I	See Section 10.5
I092	Project/Program Associate II	See Section 10.5
I093	Project/Program Associate III	See Section 10.5
I094	Project/Program Associate IV	See Section 10.5
I096	Project/Program Associate V	See Section 10.5
P217	Permit Appeals Board Member	\$50.00 per hour

5. Salaries for the following extra help classifications shall be adjusted by the same COLA percentage and schedule as those classifications covered by the SEIU collective bargaining unit:

- D072, Special Projects Coordinator I
- D073, Special Projects Coordinator II
- D074, Special Projects Coordinator III
- I052, Intern/Fellow I
- I053, Intern/Fellow II
- I054, Intern/Fellow III
- I059, Intern/Fellow IV
- I091, Project/Program Associate I
- I092, Project/Program Associate II
- I093, Project/Program Associate III
- I094, Project/Program Associate IV
- I096, Project/Program Associate V

6. Salary for the following extra help classifications shall be five percent above its corresponding represented nurse classification as specified below. COLA and equity adjustments under the collective bargaining contract for represented classifications shall apply to the extra help classifications at the same rate and schedule:

Extra Help Classification	Corresponding Represented Classification
F098, Relief Nursing Supervisor	F012, Charge Nurse
F104, Relief Nurse	F014, Ambulatory Care Nurse

7. Salaries for the following extra help physician classifications shall be aligned to their corresponding represented physician classification as specified below. COLA and equity adjustments under the collective bargaining contract for represented classifications shall apply to the extra help classifications at the same rate and schedule.

Extra Help Classification	Corresponding Represented Classification
B066, Psychiatric Resident – PES	F140, Adult Psychiatrist
B101, Physician Specialist – Unc.	F124, Staff Physician
B113, Psychiatric Specialist – Unc.	F140, Adult Psychiatrist
B125, Physician Specialist Ped – Unc.	F123, Staff Physician – Pediatrics

Salary for B129, Psychiatric Specialist Hospital Inpatient – Unclassified shall be adjusted on the same schedule and by the same COLA and equity adjustment percentage as F140, Adult Psychiatrist.

8. 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 12 months from hire date to determine if actual hours worked during this time is an average of 30 hours or more per week:

- Part-time worker: the County reasonably expects worker to be employed on average less than 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 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 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. Limited Term appointments are subject to approval of the Human Resources Director or their designee and employment period for limited term employees cannot exceed 6,240 hours.
2. Limited term employees are not eligible for pension benefits or retiree health benefits.
3. Limited Term Employees will receive a 401A plan with 3-year graded vesting as follows: 1/3 after year one, 2/3 after year two, and 100 percent after year three. Employer contribution may vary but may include: two percent of compensation in year one, three percent of compensation in year two, four percent of compensation in year three, and in addition 100 percent employer match up to the first three percent of the employee's contribution into the 401a.

4. Limited Term employees that are in classifications for which regular employees occupying the same classification are subject to a collective bargaining agreement, or the Management, Attorney or Confidential Resolutions, will receive health, vacation, holiday, sick leave and other special compensation and benefits provided to the regular employees by the respective collective bargaining agreement or Resolution. This section does not apply to Limited Term employees covered by the AFSCME/SEIU Extra Help Memorandum of Understanding as the terms and conditions for those employees are governed by the provisions of the AFSCME/SEIU Extra Help Memorandum of Understanding.
5. Limited Term employees who are in classifications for which there is no equivalent regular classification are eligible for the following:
 - a) All health benefits available to regular County employees covered by the AFSCME collective bargaining agreement with the County.
 - b) Vacation, holiday, sick leave, and other benefits available to regular County employees covered by the Resolution for Unrepresented Confidential Employees excluding any provisions in the resolution related to pay, health benefits, pension, retiree health benefits, and severance benefits.
 - c) Any relevant Special Compensation provisions defined in the Master Salary Resolution for the term employee's classification. Authorization for special compensation is conditional on approval by the Human Resources Director.
 - d) A salary differential of \$70.00 for incumbents in positions requiring bilingual proficiency as designated by the appointing authority and certified by Human Resources 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.

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 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 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 2020-21.

SECTION 15 – EFFECTIVE DATE

Pursuant to Government Code § 25123(f), this resolution shall take effect retroactive to July 1, 2020.