



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 22-755

Board Meeting Date: 10/4/2022

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**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Rocio Kiryczun, Human Resources Director  
Michelle Kuka, Deputy Director, Human Resources

**Subject:** Amendments to County Ordinance Code 2.71.100 and the Resolutions Establishing Salaries and Benefits for the Unrepresented Management and Attorney Employees

**RECOMMENDATION:**

Recommendation to:

- A) Introduce an ordinance amending Section 2.71.100 of the San Mateo County Ordinance Code regarding County employee overtime, and waiving the reading of the ordinance in its entirety; and
- B) Adopt a resolution authorizing an amendment to Resolution 078717 Establishing the Salary and Benefits of Unrepresented Management Employees of the County of San Mateo for the Term February 20, 2022, through October 5, 2024, changing the terms for Administrative/Management Leave Time; and
- C) Adopt a resolution authorizing an amendment to Resolution 078718 Establishing the Salary and Benefits of Unrepresented Attorney Employees of the County of San Mateo for the Term February 20, 2022, through October 5, 2024, changing the terms for Administrative/Management Leave Time.

**BACKGROUND:**

Unrepresented managers and attorneys for the County currently receive five hours of administrative leave each pay period (pro-rated for part-time employees). Under the current policy, Managers and Attorneys' accrued administrative leave time can be used as time off or, in April of each year, they have the opportunity to convert 50% of their current Administrative Leave hours balance for cash payment. In addition, no more than 260 hours of such leave time maybe accumulated at any one time.

**DISCUSSION:**

The recommended amendments to the resolutions and Ordinance Code would change the timelines for Managers and Attorneys' voluntary conversion of Administrative Leave hours, in order to align with Internal Revenue Service guidance and recent changes to County collective bargaining provisions with represented employees.

Moving forward, employees would elect the amount of hours they wish to convert to cash payment at the end of December and then would receive the payment at the end of the following December, instead of April. In order to avoid employees forfeiting accrued hours due to this change, the amendments will also increase the maximum number of administrative leave hours an employee can accrue before forfeiting hours, from the current two hundred sixty (260) hours to three hundred sixty (360) hours.

There are no changes to the amount of administrative leave hours accrued per pay period, the hourly rate, or the maximum number of administrative leave hours that an employee can choose to receive as payment per year.

County Attorney's Office has reviewed and approved the resolutions as to form.

**FISCAL IMPACT:**

There are no fiscal impacts for making these changes to the Ordinance Code Section 2.71.100 and to the unrepresented management and attorney resolutions.