



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-017

Board Meeting Date: 1/9/2024

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: Amendment to Section 10 of the Master Salary Resolution

RECOMMENDATION:

Adopt a resolution authorizing an amendment to Master Salary Resolution 079812 to amend Section 10 - Extra-Help of the Master Salary Resolution.

BACKGROUND:

The current Master Salary Resolution includes language about the amount of sick leave that would be provided to extra-help employees. On January 1, 2024, a new state law (SB616) will become effective, which would increase the sick leave provided to extra-help employees. The County is moving to align with the provisions of this new state law.

DISCUSSION:

Extra-Help employees covered by the Master Salary Resolution are already provided twenty-four (24) hours of sick leave annually. Extra-Help employees can utilize those sick leave hours throughout the fiscal year. At the end of the fiscal year, any unused sick leave expires and the employees receive a new, annual allocation of twenty-four (24) hours of sick leave.

The following is a high-level summary of the major changes but is not a substitute for the attached agreement and the detailed terms contained therein.

1. Extra-help employees were already provided twenty-four (24) hours of sick leave in the first full pay period in July (the beginning of the fiscal year).
2. Effective the first full pay period in January 2024, extra-help employees will be provided with an additional thirty-six (36) hours of sick leave.
3. New extra-help employees hired on or after the first full pay period in January 2024 will receive sixty (60) hours of sick leave when they start employment with the County, but they are not allowed to use it until their 30th day of employment. The sixty (60) hours of sick leave will appear in the new extra-help employee's wage statement on the first pay period after their

30th day of employment.

4. Regardless of their start date, in the first full pay period in July of each year any unused sick leave expires and extra-help employees will receive a new, annual allocation of sixty (60) hours of sick leave.
5. No extra-help employee is allowed to use or have a balance of more than sixty (60) sick leave hours at any time during the fiscal year.
6. This provision does not apply to limited term extra-help employees, retired annuitants, or to local agency executives.

County Attorney has reviewed and approved the resolution as to form.

FISCAL IMPACT:

The cost of these changes depends on the number of employees in this unit who need to use sick leave hours, as that may result in additional costs. The County cannot predict how many employees may need to use additional sick leave hours, but the number is expected to be low. Costs will be absorbed by the Departments where the employees work.