



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 22-501

Board Meeting Date: 6/28/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources Director
Subject: Recommended Revision to the Master Salary Resolution

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Salary Resolution 078309 to amend Section 12 - Vacation to allow employees who had previously accrued vacation hours over the maximum limit to maintain and use accrued excess hours by transferring the hours into the essential worker COVID-19 leave hour bank.

BACKGROUND:

On July 13, 2021, your Board adopted Master Salary Resolution 078309 which specifies the number of positions and providing compensation and benefits for persons employed by the County of San Mateo, sets appropriate rules and regulations and repeals all inconsistent ordinances and resolutions. Throughout the year, the salary resolution is amended from time to time to meet the needs of the County.

DISCUSSION:

The salary resolution changes herein represent the amendment of Section 12 - Vacation of the Master Salary Resolution. This amendment to the resolution has been reviewed and approved by the County Attorney's Office as to form. The specific action is discussed in detail below.

ALL DEPARTMENTS

Action: Amend Section 12 - Vacation of the Master Salary Resolution to allow essential employees who had previously accrued vacation hours over the maximum limit to maintain and use accrued excess hours by transferring the hours to the essential worker COVID-19 leave hour bank.

Explanation: In 2020, the County enacted a COVID-19 Public Health Emergency Employment policy. The policy included a provision that temporarily increased the cap on accrued vacation hours for essential employees by up to 80 hours. The policy temporarily increasing the cap on accrued

vacation hours has expired and is no longer in effect and no employee will accrue new vacation hours over the maximum accrual limit.

Under the prior policy, essential employees who had previously accrued vacation hours over the maximum limit were required to use any excess vacation hours by July 9, 2022. This action extends that usage period to allow employees to maintain and use previously accrued excess hours by transferring the hours into the essential worker COVID-19 leave hour bank.

The essential worker COVID-19 leave hour bank was established in the COVID-19 Public Health Emergency Policy in April 2020 and allows employees to use the hours in the bank for time off work or employees will be paid the balance of any remaining leave hours upon separation/retirement.

This is not an extension or revival of the original policy nor does it allow an employee to accrue any new vacation hours above the maximum accrual limit or earn additional essential worker COVID-19 leave hours.

Financial Impact on County's Retirement System

Government Code Section 31515.5 requires the County to provide the estimated financial impact that proposed benefit changes or salary increases for current employees would have on the funding status of SamCERA's retirement fund, the County's retirement system.

Based on the Milliman report dated April 20, 2020 that was previously brought to the Board on April 24, 2020 with the original policy, the compensation and leave benefits provided are a benefit or salary increase that will not have a financial impact on the funded status of SamCERA that require a notice under Section 31515.5.

FISCAL IMPACT:

There is no additional fiscal impact for extending the use of previously accrued excess vacation hours. The cost estimates are already accounted for in department budgets.