



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HUMAN RESOURCES

**File #:** 22-813

Board Meeting Date: 10/18/2022

---

**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:**

Adopt an ordinance amending Section 2.71.100 of the San Mateo County Ordinance Code regarding County employee overtime, previously introduced on October 4, 2022, and waive the reading of the ordinance in its entirety.

**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 may be accumulated at any one time.

**DISCUSSION:**

The recommended amendment to the Ordinance Code coincides with changes made by this Board on October 4, 2022, to the resolutions establishing the salary and benefits of Management and Attorney employees. Both the Ordinance code and the resolutions have historically contained similar provisions regarding administrative leave time and its accrual and conversion to cash payment. With this amendment to the Ordinance Code, the administrative leave time cash out will be governed solely by the resolutions and the recent changes to those resolutions that align with guidance from the Internal Revenue Service.

The recommended amendments to the Ordinance code remove the language regarding administrative leave time and defer to the Management and Attorney resolutions or any other official act of the Board of Supervisors. This change will eliminate redundancy in the Ordinance code and

consolidate information about Management and Attorney salary and benefits into the resolutions.

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

**FISCAL IMPACT:**

There are no fiscal impacts for making these changes to the Ordinance Code Section 2.71.100.