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1 hourly rate, multiplied by the base hours paid (e.g., REG, SCK, VAC, etc.) each pay  
2 period. Base hours paid does not include time without pay or disability payments such  
3 as short-term disability or workers' compensation.

4 (4) CALENDAR YEAR refers to pay period 1 through 26, or 27 when  
5 applicable, of the same year.

6 (5) COUNTY SERVICE or CONTINUOUS SERVICE refers to the total  
7 length of service from an employee's most recent beginning (hire) date in a regular  
8 position with no separation from County employment.

9 (6) COUNTY-WIDE ELECTED OFFICIAL refers to a County officer  
10 who is elected to a County-wide office pursuant to the law. County-wide elected  
11 officials consist of the Assessor/Recorder; Auditor-Controller/Treasurer/Tax Collector;  
12 Sheriff/Coroner/Public Administrator; and the District Attorney.

13 (7) DATE OF HIRE or HIRE DATE refers to the effective date of the  
14 most recent date of hire in a regular position.

15 (8) DIRECTOR OF HUMAN RESOURCES refers to the incumbent in  
16 the Director of Human Resources position. It also includes any person who has been  
17 designated as acting Director of Human Resources, employees acting for the Director  
18 during the absence of the Director of Human Resources, and/or employees delegated  
19 authority approval on a regular basis by the Director of Human Resources.

20 (9) FISCAL YEAR ordinarily refers to pay period 15 of one year  
21 through pay period 14 of the following year.

22 (10) PAID HOURS means hours actually worked or the use of accrued  
23 leave time such as vacation, sick, holiday, or compensatory time. It does not include  
24 unpaid hours or disability payments (excluding Labor Code section 4850 time) such as  
25 short-term disability or workers' compensation.

26 (11) PAID STATUS refers to any pay period in which an employee  
27 codes paid hours.

28 (12) REGULAR POSITION refers to a position authorized by the Board

of Supervisors that may be budgeted at either a full-time or part-time level, and that may be in either the classified or unclassified service. It does not include recurrent, extra-help, ordinance, contract and other contingent positions.

(13) REGULAR STATUS refers to the completion of a required probationary and/or trainee period in a regular classified position in the employee's current or prior position, as applicable.

(14) SERVICE HOURS refers to paid hours from an employee's most recent date of hire in a regular position and during an employee's regular tour of duty, up to 80 hours per pay period. Time without pay, disability payments (excluding Labor Code section 4850 time), medical emergency leave and overtime hours do not count as service hours.

(c) Salary Schedules, Wage Increases, Classifications, and Salary Rates, and Step Advancements.

(1) Salary Schedules. The salary schedules for Exempt Group and all non-represented employees are as on file with the Clerk of the Board of Supervisors.

Effective July 18, 2020, the County shall add a new top step at approximately two and one-half percent (2.5%) above the then current top step for all salary ranges, except the no POST range, of Deputy Director Sheriff's Coroner Division, Sheriff's Captain, Sheriff's Deputy Chief, Assistant Sheriff, Undersheriff, District Attorney Chief Investigator, and District Attorney Assistant Chief Investigator. Employees assigned to these classifications who are at the top step of the applicable range shall be advanced one step effective July 18, 2020. The initial granting of this top step is subject to the discretion of the Chief Executive Officer based on the availability of financial resources.

(2) Wage Increases. The following wage increases shall be included in the salary schedules for Exempt Group employees and all non-represented employees, as are on file with the Clerk of the Board of Supervisors:

~~Effective July 20, 2019, the County shall provide all classifications in the~~

~~Exempt Group with a three percent across the board salary increase.~~

Effective July 18, 2020, the County shall provide all classifications in the Exempt Group with a three percent across the board salary increase.\*

~~\*If assessed values are less than a two percent increase in the 2018/2019 fiscal year from the 2017/2018 fiscal year, then the County may, upon approval of the Board of Supervisors, defer this three percent increase until no later than January 1, 2021.~~  
The initial granting of this across the board salary increase is subject to the discretion of the Chief Executive Officer based on the availability of financial resources.

Effective July 31, 2021, the County shall provide all classifications in the Exempt Group with a three percent across the board salary increase, subject to the following:

If assessed values are less than a two percent increase in the 2019/2020 fiscal year from the 2018/2019 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County may, upon approval of the Board of Supervisors, defer this three percent increase no later than January 1, 2022.

Effective July 30, 2022, the County shall provide all classifications in the Exempt Group ~~covered by the MOU~~ with a three percent across the board salary increase, subject to the following:

If assessed values are less than a two percent increase in the 2020/2021 fiscal year from the 2019/2020 fiscal year and/or if the state or federal governments change funding allocations or reduce funding for the In-Home Support Services program (e.g., the Maintenance of Effort inflation factor is increased above four percent, etc.) then the County may, upon approval of the Board of Supervisors, defer this three percent increase no later than January 1, 2023.

(3) List of Exempt Group Classifications.

(A) Exempt—Executive County Administrators.

(I) Table 1. This table applies to employees hired into positions in the listed classifications before July 9, 2016.

EXECUTIVE COUNTY ADMINISTRATORS						
Job Code	Classifications	Benefit Group	Annual Salary Effective 7/6/20/1920	Annual Salary Effective 7/18/20	Annual Salary Effective 7/31/21	Annual Salary Effective 7/30/22
01115	Agricultural Commissioner/Sealer	B	\$168,499 <del>71,099</del>	\$173,554 <del>6,232</del>	\$178,761 <del>81,519</del>	\$184,123 <del>6,965</del>
03487	County Clerk	N/A	\$11,212	\$11,548	\$11,894	\$12,251
04237	Director of Airports	B	\$160,352 <del>2,952</del>	\$165,163 <del>7,841</del>	\$170,118 <del>2,876</del>	\$175,221 <del>8,062</del>
04260	Director of County Museum	B	\$152,125 <del>4,725</del>	\$156,689 <del>9,367</del>	\$161,390 <del>4,148</del>	\$166,231 <del>9,072</del>
04356	Director of Purchasing	B	\$156,450 <del>9,050</del>	\$161,144 <del>3,822</del>	\$165,978 <del>8,737</del>	\$170,958 <del>3,799</del>
04390	Director of Veterans' Affairs	B	\$152,125 <del>4,725</del>	\$156,689 <del>9,367</del>	\$161,390 <del>4,148</del>	\$166,231 <del>9,072</del>

(II) Table 2. This table applies to employees hired into positions in the listed classifications on or after July 9, 2016.

EXECUTIVE COUNTY ADMINISTRATORS						
Job Code	Classifications	Benefit Group	Salary Grade Effective 7/6/20/1920	Salary Grade Effective 7/18/20	Salary Grade Effective 7/31/21	Salary Grade Effective 7/30/22
01115	Agricultural Commissioner/Sealer	B	85B	85B	85B	85B
03489	Assistant Executive Officer	B	101B	101B	101B	101B
10030	Assistant Executive Officer - Human Services	B	101B	101B	101B	101B
13111	Behavioral Health Medical Director	C	119C	119C	119C	119C
03485	Chief Executive Officer	B	116B	116B	116B	116B
01246	Chief Information Officer	B	97B	97B	97B	97B
03515	Chief Probation Officer	B	93B	93B	93B	93B
03310	Clerk of the Board of Supervisors	B	84B	84B	84B	84B
03488	County Chief Financial Officer	B	97B	97B	97B	97B
03487	County Clerk <sup>1</sup>	N/A	N/A	N/A	N/A	N/A

1	03495	County Counsel	B	105B	105B	105B	105B
2	03500	County Librarian	B	84B	84B	84B	84B
3	04228	Director of Aging and Adult Services	B	87B	87B	87B	87B
4	04237	Director of Airports	B	83B	83B	83B	83B
5	04383	Director of Arrowhead Regional Medical Center	B	<del>109</del> 18B	<del>109</del> 18B	<del>109</del> 18B	<del>109</del> 18B
6	04300	Director of Behavioral Health	B	96B	96B	96B	96B
7	04255	Director of Child Support	B	92B	92B	92B	92B
8	04260	Director of County Museum	B	81B	81B	81B	81B
9	04273	Director of Economic Development	B	83B	83B	83B	83B
10	04276	Director of Fleet Management	B	81B	81B	81B	81B
11	10004	Director of Human Resources	B	96B	96B	96B	96B
12	04320	Director of Land Use Services	B	91B	91B	91B	91B
13	18200	Director of Preschool Services	B	87B	87B	87B	87B
14	04340	Director of Public Works	B	97B	97B	97B	97B
15	04356	Director of Purchasing	B	82B	82B	82B	82B
16	04365	Director of Real Estate Services	B	<del>83</del> 6B	<del>83</del> 6B	<del>83</del> 6B	<del>83</del> 6B
17	18143	Director of Risk Management	B	82B	82B	82B	82B
18	04386	Director of Transitional Assistance	B	90B	90B	90B	90B
19	04390	Director of Veterans' Affairs	B	81B	81B	81B	81B
20	04250	Director, Children and Family Services	B	94B	94B	94B	94B
21	04280	Director, Community Development and Housing	B	83B	83B	83B	83B
22	18160	Director, Regional Parks	B	83B	83B	83B	83B
23	04278	Director, Workforce Development	B	83B	83B	83B	83B
24	04272	Economic Development Administrator	B	92B	92B	92B	92B
25	16345	Public Defender	B	101B	101B	101B	101B
26	08048	Public Health Director	B	<del>92</del> 5B	<del>92</del> 5B	<del>92</del> 5B	<del>92</del> 5B
27	18080	Registrar of Voters	B	87B	87B	87B	87B

<sup>1</sup>Salary for this position is set at \$1, not a salary grade.

(B) Exempt—Associate Administrators.

ASSOCIATE ADMINISTRATORS						
Job	Classification	Benefit	Grade	Grade	Grade	Grade

Code		Group	Effective <del>76/20/192</del> <u>0</u>	Effective 7/18/20	Effective 7/31/21	Effective 7/30/22
01061	Administrative Analyst I	D	56D	56D	56D	56D
01066	Administrative Analyst II	C	66C	66C	66C	66C
01068	Administrative Analyst III	C	73C	73C	73C	73C
01060	Administrative Analyst Trainee	D	45T_D	45T_D	45T_D	45T_D
01289	ARC Administrative and Financial Manager	C	73C	73C	73C	73C
01292	ARC Project Administrator	C	57C	57C	57C	57C
	<u>ARC Public and Legislative Affairs Officer</u>	<u>C</u>	<u>62C</u>	<u>62C</u>	<u>62C</u>	<u>62C</u>
19173	ARMC Associate Chief Financial Officer	C	83C	83C	83C	83C
19160	ARMC Chief Financial Officer	B	100B	100B	100B	100B
01621	ARMC Chief Operating Officer	B	<del>98</del> <u>102</u> B	<del>98</del> <u>102</u> B	<del>98</del> <u>102</u> B	<del>98</del> <u>102</u> B
<u>19145</u>	<u>ARMC Finance and Budget Officer</u>	<u>C</u>	<u>77C</u>	<u>77C</u>	<u>77C</u>	<u>77C</u>
19166	ARMC Medical Director	C	<del>408</del> <u>114</u> C	<del>408</del> <u>114</u> C	<del>408</del> <u>114</u> C	<del>408</del> <u>114</u> C
06047	Assistant Administrator, Economic Development Agency	B	85B	85B	85B	85B
03098	Assistant Agricultural Commissioner/Sealer	C	75C	75C	75C	75C
01280	Assistant Assessor	B	82B	82B	82B	82B
01286	Assistant Auditor-Controller/Treasurer /Tax Collector	B	84B	84B	84B	84B
01380	Assistant Chief Information Officer	C	92C	92C	92C	92C
01297	Assistant Chief Probation Officer	C	85C	85C	85C	85C
12149	Assistant County Librarian	C	73C	73C	73C	73C
04229	Assistant Director of Aging and Adult Services	C	78C	78C	78C	78C
04238	Assistant Director of Airports	C	73C	73C	73C	73C
01373	Assistant Director of Behavioral Health	C	86C	86C	86C	86C
04254	Assistant Director of Child Support	C	85C	85C	85C	85C
04257	Assistant Director of Children and Family	C	85C	85C	85C	85C

1		Services					
2	10019	Assistant Director of Human Resources	C	87C	87C	87C	87C
3	04321	Assistant Director of Land Use Services	C	84C	84C	84C	84C
4	18219	Assistant Director of Preschool Services	C	78C	78C	78C	78C
5	04331	Assistant Director of Public Health	C	85C	85C	85C	85C
6		<u>Assistant Director of Public Works</u>	<u>C</u>	<u>92C</u>	<u>92C</u>	<u>92C</u>	<u>92C</u>
7		<u>Assistant Director of Purchasing</u>	<u>C</u>	<u>77C</u>	<u>77C</u>	<u>77C</u>	<u>77C</u>
8							
9	04393	Assistant Director of Real Estate Services	C	<del>80</del> 1C	<del>80</del> 1C	<del>80</del> 1C	<del>80</del> 1C
10	18144	Assistant Director of Risk Management	C	77C	77C	77C	77C
11	04391	Assistant Director of Transitional Assistance	C	84C	84C	84C	84C
12	04286	Assistant Director of Workforce Development	C	78C	78C	78C	78C
13	01410	Assistant District Attorney	B	97B	97B	97B	97B
14	01622	Assistant Hospital Administrator - Ambulatory Services	C	74C	74C	74C	74C
15	03114	Assistant Public Defender	B	97B	97B	97B	97B
16	01294	Assistant Recorder	B	82B	82B	82B	82B
17	18079	Assistant Registrar of Voters	C	78C	78C	78C	78C
18	01532	Assistant Sheriff	C	93C - <del>SAF</del>	93C - <del>SAF</del>	93C - <del>SAF</del>	93C - <del>SAF</del>
19	19172	Associate Chief Nursing Officer	C	<del>84</del> 6C	<del>84</del> 6C	<del>84</del> 6C	<del>84</del> 6C
20							
21	01625	Associate Hospital Administrator Professional Services	C	<del>82</del> 6C	<del>82</del> 6C	<del>82</del> 6C	<del>82</del> 6C
22		<del>ATC</del> Auditor-Controller/Treasurer/Tax Collector Executive Assistant					
23	01598		C	57C	57C	57C	57C
24	01599	ATC Project Administrator	C	57C	57C	57C	57C
25							
26	01666	Auditor-Controller/Treasurer/Tax Collector Division Chief	C	76C	76C	76C	76C
27	01668	Auditor-Controller/Treasurer/Tax Collector Manager	C	71C	71C	71C	71C
28	01067	Board of Supervisor's	B	73B	73B	73B	73B



1		Administrative Analyst					
2	10000	BOS Chief of Staff	B	84B	84B	84B	84B
3	02027	Building Official	C	82C	82C	82C	82C
4	23207	Business Solutions Chief	C	85C	85C	85C	85C
5	19957	Business Solutions Division Chief	C	82C	82C	82C	82C
6	01076	Chief Administrative Analyst	C	80C	80C	80C	80C
7	03070	Chief Appraiser	C	76C	76C	76C	76C
8	01340	Chief Assistant County Counsel	B	98B	98B	98B	98B
9	03107	Chief Assistant District Attorney	B	100B	100B	100B	100B
10	04302	Chief Compliance Officer - Behavioral Health	C	72C	72C	72C	72C
11	03099	Chief Deputy Clerk of Board of Supervisors	C	73C	73C	73C	73C
12	01264	Chief Deputy County Museum	C	65C	65C	65C	65C
13	03105	Chief Deputy District Attorney	C	94C	94C	94C	94C
14	03115	Chief Deputy Public Defender	C	94C	94C	94C	94C
15	03116	Chief Deputy Recorder	C	76C	76C	76C	76C
16	03120	Chief Deputy Registrar of Voters	C	65C	65C	65C	65C
17	03021	Chief Deputy Treasurer	C	76C	76C	76C	76C
18	15025	Chief Information Security Officer	C	92C	92C	92C	92C
19	03111	Chief Learning Officer	C	78C	78C	78C	78C
20	19165	Chief Medical Information Officer	C	<del>90</del> 107C	<del>90</del> 107C	<del>90</del> 107C	<del>90</del> 107C
21	19164	Chief Nursing Officer	C	<del>90</del> 3C	<del>90</del> 3C	<del>90</del> 3C	<del>90</del> 3C
22	16382	Chief of Animal Care and Control	C	80C	80C	80C	80C
23	03175	Chief of Assessment Services	C	76C	76C	76C	76C
24	03083	Chief of Clinical Operations	C	73C	73C	73C	73C
25	03499	Chief of County Counsel's Administration	C	70C	70C	70C	70C
26	03106	Chief of District Attorney's Administration	C	73C	73C	73C	73C
27	10002	Chief of Environmental Health Services	C	80C	80C	80C	80C
28	13138	Chief of Homeless Services	B	77B	77B	77B	77B
	03195	Chief of Public Defender's	C	70C	70C	70C	70C

1		Administration					
2	03221	Chief Public Works Engineer	C	88C	88C	88C	88C
3	03078	Child Support Chief Attorney	C	<del>90</del> 1C	<del>90</del> 1C	<del>90</del> 1C	<del>90</del> 1C
4	03278	Children's Network Officer	C	69C	69C	69C	69C
5	10025	Code Enforcement Chief	C	82C	82C	82C	82C
6	12151	Community Services Finance and Operations Chief	C	73C	73C	73C	73C
7	03503	County Chief Operating Officer	B	<del>98</del> 102B	<del>98</del> 102B	<del>98</del> 102B	<del>98</del> 102B
8	03496	County Counsel Research Attorney I	C	62T_C	62T_C	62T_C	62T_C
9	03497	County Counsel Research Attorney II	C	71C	71C	71C	71C
10	<del>01078</del>	<del>County HIPAA Security Officer/Assistant Privacy Officer</del>	<del>C</del>	<del>72C</del>	<del>72C</del>	<del>72C</del>	<del>72C</del>
11							
12	03504	County Labor Relations Chief	B	90B	90B	90B	90B
13	<del>01062</del>	<del>County Privacy Officer/Ethics Officer</del>	<del>C</del>	<del>76C</del>	<del>76C</del>	<del>76C</del>	<del>76C</del>
14	19863	County Surveyor	C	82C	82C	82C	82C
15	03150	Departmental IS Administrator	C	80C	80C	80C	80C
16	19961	Deputy Chief of Business Solutions Development	C	77C	77C	77C	77C
17	16401	Deputy Chief of Community Health Services	C	76C	76C	76C	76C
18	<del>01302</del>	<del>Deputy Chief of Network Services</del>	<del>C</del>	<del>77C</del>	<del>77C</del>	<del>77C</del>	<del>77C</del>
19							
20	16275	Deputy Chief Probation Officer	C	81C	81C	81C	81C
21	04085	Deputy County Counsel I	C	62T_C	62T_C	62T_C	62T_C
22	04095	Deputy County Counsel II	C	71T_C	71T_C	71T_C	71T_C
23	04100	Deputy County Counsel III	C	78T_C	78T_C	78T_C	78T_C
24	04105	Deputy County Counsel IV	C	84C_C	84C_C	84C_C	84C_C
25	04107	Deputy County Counsel V	C	87C_C	87C_C	87C_C	87C_C
26	13124	Deputy Director Behavioral Health Administrative Services	C	83C	83C	83C	83C
27	03153	Deputy Director of Behavioral Health Program Services	C	83C	83C	83C	83C
28	12121	Deputy Director of Governmental & Legislative Affairs	B	73B	73B	73B	73B

1	18182	Deputy Director of Regional Parks	C	77C	77C	77C	77C
2	04287	Deputy Director of RES Facilities Management	C	74C	74C	74C	74C
3	04394	Deputy Director of RES Leasing & Acquisition	C	76C	76C	76C	76C
4	01074	Deputy Director of RES Project Management	C	77C	77C	77C	77C
5	18146	Deputy Director of Risk Management	C	71C	71C	71C	71C
6	04299	Deputy Director, Behavioral Health Quality Management	C	83C	83C	83C	83C
7	04256	Deputy Director, Child Support	C	74C	74C	74C	74C
8	18162	Deputy Director, Children and Family Services	C	74C	74C	74C	74C
9	04119	Deputy Director, Community Development and Housing	C	74C	74C	74C	74C
10	04118	Deputy Director, Department of Aging and Adult Services	C	74C	74C	74C	74C
11	04282	Deputy Director, Economic Development	C	74C	74C	74C	74C
12	18201	Deputy Director, Preschool Services	C	74C	74C	74C	74C
13	18167	Deputy Director, Program Development	C	74C	74C	74C	74C
14	01331	Deputy Director, Sheriff's Coroner Division	C	75C - SAF	75C - SAF	75C - SAF	75C - SAF
15	18163	Deputy Director, Transitional Assistance	C	74C	74C	74C	74C
16	04275	Deputy Director, Workforce Development	C	74C	74C	74C	74C
17	04060	Deputy Executive Officer	B	89B	89B	89B	89B
18	16411	Deputy Public Information Officer	C	66C	66C	66C	66C
19	03493	Director of Governmental & Legislative Affairs	B	83B	83B	83B	83B
20	19162	Director of Public Relations and Marketing	C	68C	68C	68C	68C
21	04402	District Attorney Assistant Chief Investigator	C	83C - SAF	83C - SAF	83C - SAF	83C - SAF
22	04395	District Attorney Chief Investigator	C	89C - SAF	89C - SAF	89C - SAF	89C - SAF
23	04406	District Attorney, Public Affairs Officer	C	73C	73C	73C	73C
24	06041	Economic Development Manager	C	69C	69C	69C	69C

1	16111	EMACS Manager	C	71C	71C	71C	71C
2	<u>05145</u>	<u>Emergency Medical Services Assistant Administrator</u>	<u>C</u>	<u>70C</u>	<u>70C</u>	<u>70C</u>	<u>70C</u>
3	06035	Field Representative	B	63B	63B	63B	63B
4	03506	Finance and Administration Projects Coordinator	D	58D	58D	58D	58D
5	03502	Government Relations Analyst	C	66C	66C	66C	66C
6	08040	Health Officer	C	101C	101C	101C	101C
7	08050	Healthcare Program Administrator	D	70D	70D	70D	70D
8	06062	Housing Agency Finance Officer	C	66C	66C	66C	66C
9	05108	HS Administrative Manager	D	60D	60D	60D	60D
10	04414	HS Auditing Chief	C	75C	75C	75C	75C
11	05101	HS Program Integrity Division Chief	C	74C	74C	74C	74C
12	16119	Human Resources Administrative Manager	C	73C	73C	73C	73C
13	16095	Human Resources Analyst I	D	60D	60D	60D	60D
14	16098	Human Resources Analyst II	D	68D	68D	68D	68D
15	16100	Human Resources Analyst III	C	71C	71C	71C	71C
16	16094	Human Resources Analyst Trainee	D	47T_D	47T_D	47T_D	47T_D
17	16110	Human Resources Division Chief	C	80C	80C	80C	80C
18	16115	Human Resources <del>Officer</del> <u>Business Partner</u> I	D	65T_D	65T_D	65T_D	65T_D
19	16116	Human Resources <del>Officer</del> <u>Business Partner</u> II	C	<u>742C</u>	<u>742C</u>	<u>742C</u>	<u>742C</u>
20	16109	Human Resources Section Manager	C	73C	73C	73C	73C
21	15024	Information Services Chief Finance Officer	C	80C	80C	80C	80C
22	<u>01302</u>	<u>Information Services Deputy Chief</u>	<u>C</u>	<u>77C</u>	<u>77C</u>	<u>77C</u>	<u>77C</u>
23	15022	Information Services Division Chief	C	82C	82C	82C	82C
24	15023	Information Services Finance Officer	C	71C	71C	71C	71C
25	15020	Information Services Security Officer	C	78C	78C	78C	78C
26	01667	Investment Officer	C	<u>743C</u>	<u>743C</u>	<u>743C</u>	<u>743C</u>
27	03511	Labor Relations Analyst	D	60D	60D	60D	60D
28							

1	12102	Legislative Analyst	C	66C	66C	66C	66C
2	03176	Network Services Division Chief	C	82C	82C	82C	82C
3	01250	Planning Director	C	82C	82C	82C	82C
4	09999	Principal Administrative Analyst	C	77C	77C	77C	77C
5	16220	Principal Appraiser	C	69C	69C	69C	69C
6	03100	Principal Assistant County Counsel	B	92B	92B	92B	92B
7	10024	Principal Management Analyst	B	84B	84B	84B	84B
8	19856	Probation Health Services Manager	C	78C	78C	78C	78C
9	16360	Public Health Chief Financial Officer	C	80C	80C	80C	80C
10	16358	Public Health Division Chief	C	80C	80C	80C	80C
11	16385	Public Health Medical Director	C	97C	97C	97C	97C
12	16410	Public Information Officer	B	83B	83B	83B	83B
13	04341	Public Works Chief Financial Officer	C	80C	80C	80C	80C
14	16389	Quality and Compliance Officer	C	75C	75C	75C	75C
15	18031	Real Estate Services Manager	C	67C	67C	67C	67C
16	18141	Risk Assessment Officer	C	70C	70C	70C	70C
17	01600	SAP Chief	C	80C	80C	80C	80C
18	03509	Senior Labor Relations Analyst	C	742C	742C	742C	742C
19	03510	Senior Labor Relations Officer	C	745C	745C	745C	745C
20	04207	Sheriff's Deputy Director of Administrative Services	C	84C	84C	84C	84C
21	19521	Sheriff's Administrative Manager	C	73C	73C	73C	73C
22	19465	Sheriff's Captain	C	83C - SAF	83C - SAF	83C - SAF	83C - SAF
23	19460	Sheriff's Deputy Chief	C	88C - SAF	88C - SAF	88C - SAF	88C - SAF
24		Sheriff's Executive Officer of Corrections and Support Services	C	88C	88C	88C	88C
25	19520	Sheriff's Financial Manager	C	73C	73C	73C	73C
26	19507	Sheriff's Health Services Manager	C	80C	80C	80C	80C
27	04123	Special Assistant Deputy	C	88C	88C	88C	88C
28							

	District Attorney					
04126	Special Assistant to the District Attorney	B	97B	97B	97B	97B
03505	Strategic Initiatives Chief	C	80C	80C	80C	80C
19822	Supervising Deputy County Counsel	C	90C	90C	90C	90C
16120	Supervising Human Resources Officer	C	75C	75C	75C	75C
19966	Systems Support Division Chief	C	82C	82C	82C	82C
21005	Undersheriff	B	98B - <u>SAF</u>	98B - <u>SAF</u>	98B - <u>SAF</u>	98B - <u>SAF</u>
17351	Victim Services Chief	C	71C	71C	71C	71C

(C) Exempt—Executive Assistants.

EXECUTIVE ASSISTANTS						
Job Code	Classification	Benefit Group	Grade Effective 7/6/20/1920	Grade Effective 7/18/20	Grade Effective 7/31/21	Grade Effective 7/30/22
01059	Administrative Aide (K)	C	57C	57C	57C	57C
03101	Administrative Aide to the County Counsel	C	57C	57C	57C	57C
16019	County Counsel Law Clerk	C	58C	58C	58C	58C
19046	County Counsel Lead Secretary	D	48D	48D	48D	48D
03498	County Counsel Paralegal	D	50D	50D	50D	50D
03507	County Counsel Senior Paralegal	D	54D	54D	54D	54D
05320	Executive Assistant	D	57D	57D	57D	57D
05300	Executive Secretary I	D	40D	40D	40D	40D
05305	Executive Secretary II	D	45D	45D	45D	45D
05311	Executive Secretary III - Classified	D	50D	50D	50D	50D
05312	Executive Secretary III - Unclassified	C	50C	50C	50C	50C
05256	Executive Secretary, Board of Supervisors	C	52C	52C	52C	52C
03280	Secretary, Civil Service Commission	D	45D	45D	45D	45D
19540	Sheriff's Special Assistant	C	57C	57C	57C	57C

(D) Notwithstanding the salary as established by this chapter, the Board of Supervisors may establish salary, benefits, and other terms and conditions

of employment by contract for the classifications listed in this section.

(4) Salary Rates and Step Advancements.

(A) Eligibility for Step Advancement. New employees shall be hired at Step 1 of the established base salary range, except as otherwise provided in this subdivision. Variable entrance steps may be established if justified by recruitment needs through Step 7 with the approval of the appointing authority and through the top step with the approval of the Director of Human Resources.

Within the base salary range, all step advancements will be made at the beginning of the pay period in which the employee completes the required number of service hours. However, when an employee reaches the required number of service hours with 80 hours in each pay period, the step advancement will be made at the beginning of the next pay period. Approval for advancement shall be based upon completion of the required length of service hours in the classification, satisfactory work performance, and appointing authority recommendation.

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to 80 hours per pay period. Overtime hours, disability payments, medical emergency leave, and time without pay shall not count toward step advancements. Unless otherwise approved by the Board of Supervisors, step advancements within a base salary range shall be based upon a one-step increment, approximately two and one-half percent. The employee shall be eligible for step advancements after completion of increments of 1,040 hours until the top step of the range is reached.

(B) Implementation of Classification Study Results.

(I) Upgrading. An upgrading is the reclassification of a position from one classification to another classification having a higher base salary range. Whenever an incumbent employee is upgraded as a result of such reclassification, pursuant to the Personnel Rules, such employee's step placement in the new salary range shall be governed by the subdivision on "Promotions."

1 (II) Downgrading. A downgrading is the reclassification  
2 of a position from one classification to another classification having a lower base salary  
3 range. When a position is downgraded, the incumbent employee may continue at the  
4 same salary rate where the salary rate is within the new base salary range. Where an  
5 incumbent receives a salary rate greater than the maximum of the new base salary  
6 range, the Director of Human Resources may authorize continuation of the same salary  
7 rate to the incumbent employee that the employee received prior to the downgrading of  
8 the position by placing the employee on an "X" step, provided that the employee shall  
9 receive no future salary rate increases until the salary range maximum of the new  
10 classification exceeds the "X" step.

11 (C) Salary Rate Adjustment. A salary rate (equity) adjustment is  
12 a change in the salary range assignment of an existing classification as a result of a  
13 compensation study. Step placement for incumbent employees whose classification is  
14 assigned to a higher base salary range shall be determined as follows, unless this  
15 process is waived by the Chief Executive Officer:

16 (I) If the employee's original base rate of pay is less than  
17 Step 1 of the newly designated pay range, the employee shall be placed on Step 1 of  
18 the new range. The employee shall be eligible to advance to the next step upon  
19 receiving a satisfactory rating on the employee's next annual performance evaluation, in  
20 accordance with the requirements of Subsection 13.0613(c)(4)(A). Subsequent step  
21 advances shall be administered in accordance with Subsection 13.0613(c)(4)(A).

22 (II) If the employee's original base rate of pay falls within  
23 the newly designated pay range, and the salary adjustment granted is at least two  
24 salary ranges, the employee shall be placed upon the step in the new range that is  
25 approximately a five percent salary increase, not to exceed the maximum step of the  
26 new range. If the employee's original base rate of pay falls within the newly designated  
27 pay range, and the salary adjustment granted is less than two salary ranges, the  
28 employee shall be placed upon the step in the new range that is approximately a two



1 and one-half percent salary increase, not to exceed the maximum step of the new  
2 range. The employee shall be eligible to advance to the next step upon receiving a  
3 satisfactory rating on the employee's next annual performance evaluation, in  
4 accordance with the requirements of Subsection 13.0613(c)(4)(A). Subsequent step  
5 advances shall be administered in accordance with Subsection 13.0613(c)(4)(A).

6 (D) Demotion. A demotion is the appointment of an employee  
7 from an incumbent position to a position in a different classification for which the  
8 maximum rate of pay is lower. An employee demoted for disciplinary reasons shall be  
9 placed on the step within the base salary range of the class to which the employee  
10 demoted as provided in the order of demotion.

11 An employee demoted for non-disciplinary reasons shall be  
12 retained at the same salary rate, provided the salary rate does not exceed the top step  
13 of the applicable range, with the approval of the appointing authority and the Director of  
14 Human Resources.

15 (E) Promotion. A promotion is the appointment of an employee  
16 from one classification to a classification having a higher base salary range. A  
17 promoted employee shall receive at least the entrance rate of the new range or a two-  
18 step or five percent salary increase, (i.e., mathematically closest to five percent)  
19 whichever is greater, provided that no employee is thereby advanced in step nor  
20 advanced above the top step of the higher base salary range. At the discretion of the  
21 appointing authority and with the approval of the Director of Human Resources, an  
22 employee may be placed at any step within the higher base salary range. Promotions  
23 shall be effective only at the beginning of a pay period unless the Director of Human  
24 Resources approves an exception.

25 (d) Job Sharing and Part-time Employment. The County will make  
26 reasonable accommodation for employees who desire to share their positions with other  
27 qualified employees or eligible persons or to work on a part-time basis. Jobs may be  
28 shared on an hourly or daily basis. All benefits for job sharing and part-time employees

1 shall be pro-rated on regularly scheduled hours except as may otherwise be provided.  
2 Benefits not subject to proration include the following leaves: blood donation,  
3 examination time, and bereavement. Further, where a specific benefit provides a  
4 minimum hour requirement (e.g., must be full-time, or scheduled hours) job sharing and  
5 part-time employees shall be required to meet the minimum hour requirement in order  
6 to receive the benefit.

7 (e) Hours of Work.

8 (1) Employees shall be required to work during such hours as  
9 necessary to carry out the duties of their position as designated by the appointing  
10 authority, and such hours may be varied so long as the work requirements and efficient  
11 operations of the County are assured.

12 (2) The nature of Fair Labor Standards Act (FLSA) exempt  
13 employment for certain affected Exempt Group classifications is such that intermittent,  
14 occasional overtime is needed to fulfill the responsibilities and requirements of the  
15 position. Usually, additional time and effort are proportionate to the importance and  
16 level of the responsible position. These factors of time and effort are incorporated when  
17 the compensation level of FLSA-exempt positions is established. In those instances in  
18 which a position's work extends well beyond the normal hours of employment, the Chief  
19 Executive Officer may authorize additional compensation in the form of cash payment or  
20 compensating time off, generally on a pre-approved and prescheduled basis.  
21 Circumstances for such compensation would include implementation of the intent of a  
22 Board of Supervisors approved program or emergency response.

23 (3) For FLSA-covered employees in the Exempt Group classifications,  
24 overtime is determined by the legal requirements of the FLSA. For FLSA-covered  
25 employees, the following overtime provisions apply.

26 (A) Definition. OVERTIME shall be defined as all hours actually  
27 worked in excess of 40 hours a work period. For purposes of defining overtime, paid  
28 leave time, excluding sick leave as provided in Subsection 13.0613-(e)(3)(B), shall be

1 considered as time actually worked. Overtime shall be reported in increments of full 15  
2 minutes and is non-accumulative and non-payable when incurred in units of less than  
3 15 minutes. Overtime shall not affect leave accruals.

4 (B) Sick leave that is not pre-approved and sick leave used by  
5 employees on leave restriction shall not be considered as time actually worked for the  
6 purpose of calculating overtime. PRE-APPROVED shall mean notice to management  
7 at least 48 hours prior to the beginning of the leave.

8 (C) Overtime Compensation. Any employee authorized by the  
9 appointing authority or authorized representative to work overtime shall be  
10 compensated at premium rates, i.e., one and one-half times the employee's regular rate  
11 of pay. Payment for overtime compensation shall be made on the first payday following  
12 the pay period in which such overtime is worked, unless overtime compensation cannot  
13 be computed until some later date, in which case, overtime compensation will be paid  
14 on the next regular payday after such computation can be made.

15 In lieu of cash payment, upon request of the employee and  
16 approval of the appointing authority, an employee may accrue compensating time off at  
17 premium hours. Cash payment at the employee's base rate of pay shall automatically  
18 be paid for any compensating time which exceeds 80 hours, for any such time which  
19 has not been taken within 26 pay periods after being accrued, or for any hours on  
20 record immediately prior to promotion, demotion or termination of employment.

21 (D) Variable Work Schedule. An appointing authority, with  
22 agreement of an affected employee, may arrange for that individual to take such time off  
23 as necessary to ensure that an employee's actual time worked does not exceed 40  
24 hours within a given work period.

25 (E) Work Period. The work period for purposes of overtime  
26 commences at 12:01 a.m. Saturday and ends at 12:00 midnight the following Friday of  
27 each week. The pay period and workweek may be adjusted in accordance with FLSA  
28 requirements.

1 (f) Insurance Programs.

2 (1) Medical and Dental Coverage Insurance.

3 (A) All eligible employees scheduled to work 40 hours or more  
4 per pay period in a regular position must enroll in a medical and dental plan offered by  
5 the County. Employees who fail to elect medical and dental plan coverage will be  
6 automatically enrolled in the medical and dental plan with the lowest biweekly premium  
7 rates available in the geographical location of the employee's primary residence.  
8 Medical and dental plan coverage will become effective on the first day of the pay  
9 period following the first pay period in which the employee is scheduled to work 40  
10 hours or more and received pay for at least one-half plus one hour of scheduled hours.

11 (B) To continue enrollment in County-sponsored medical and  
12 dental plan coverage, an employee must remain in a regular position scheduled to work  
13 for a minimum of 40 hours per pay period and have received pay for at least one -half  
14 plus one hour of scheduled hours or be on an approved leave for which continuation of  
15 medical and dental coverage is expressly provided under this subdivision, or be eligible  
16 for and have timely paid the premium for COBRA continuation coverage.

17 (C) Eligible employees may elect to enroll their dependents upon  
18 initial eligibility for medical and dental insurance. Thereafter, newly eligible dependents  
19 may be enrolled within 60 days of obtaining dependent status, such as birth, adoption,  
20 marriage, or registration of domestic partnership.

21 (D) Notification of a mid-year qualifying event must be submitted  
22 to Human Resources in accordance with procedures adopted by Human Resources.  
23 Employees are responsible for notifying the County within 60 days of dependent's  
24 change in eligibility for the County plans.

25 (E) Dependent(s) must be removed mid-plan year when a  
26 dependent(s) becomes ineligible for coverage under the insurance plan eligibility rules,  
27 for example, divorce, over-age dependent, or termination of domestic partnership.

28 (F) Enrollment elections must remain in effect for the remainder

1 of the plan year unless an employee experiences an IRS qualifying event.

2 (G) Premiums for coverage will be automatically deducted from  
3 the employee's pay warrant. Failure to pay premiums will result in loss of coverage for  
4 the employee and/or the dependents. If the employee does not have sufficient earnings  
5 to cover the deduction for premiums, the employee must make alternative payment  
6 arrangements that are acceptable to Human Resources.

7 (H) Employees eligible for medical plan coverage who are also  
8 enrolled in a comparable group medical plan sponsored by another employer or are  
9 covered by a spouse, domestic partner, or parent who is also employed with the County  
10 may elect to discontinue enrollment in County-sponsored medical plan (opt-out or  
11 waive).

12 (I) Employees who, prior to July 9, 2005, elected to opt-  
13 out of County-sponsored medical plan coverage and continue to opt-out will receive the  
14 following biweekly amount: Employees scheduled for 61 to 80 hours per pay period  
15 shall receive \$161.54 per pay period. Employees scheduled for 40 to 60 hours per pay  
16 period shall receive \$80.77 per pay period. To receive these amounts, the employee  
17 must be paid for a minimum of one-half plus one of their scheduled hours. For instance,  
18 an employee scheduled to work 80 hours must be paid for a minimum of 41 hours  
19 during a pay period to receive the opt-out or waive amounts.

20 (II) Employees scheduled to work 61 to 80 hours who,  
21 prior to July 9, 2005, elected to waive medical plan coverage to a spouse, domestic  
22 partner, or parent employed by the County and continue to waive will receive \$230.00  
23 per pay period; employees scheduled for 40 to 60 hours who continue to waive shall  
24 receive \$115.00 per pay period.

25 (III) New opt-outs or waivers (i.e., new employees and  
26 current employees who opted-out or waived effective July 9, 2005, and any time  
27 thereafter) scheduled for 61 to 80 hours per pay period will receive \$40.00 per pay  
28 period; new opt-outs or waivers scheduled for 40 to 60 hours shall receive \$20.00 per

1 pay period.

2 (I) Employees eligible for County-sponsored dental plan  
3 coverage who are also enrolled in a comparable group dental plan sponsored by  
4 another employer or are covered by a spouse, domestic partner, or parent who is also  
5 employed with the County may elect to discontinue enrollment in their County-  
6 sponsored dental plan.

7 (J) The rules and procedures for electing to opt-out of or waive  
8 County-sponsored medical and dental plan coverage are established and administered  
9 by Human Resources.

10 (I) Employees may elect to opt-out of or waive County  
11 medical and/or dental plan coverage(s) within 60 calendar days of the effective date of  
12 gaining other employer group coverage. Proof of initial gain of other employer group  
13 coverage is required at the time that opt-out or waive is elected.

14 (II) Employees may also elect to opt-out of or waive  
15 County medical and/or dental plan coverage during an annual open enrollment period.  
16 All employees who are newly opting-out or waiving during an open enrollment period  
17 must provide verification of other group coverage.

18 (III) Except as required at the initial opt-out/waive election,  
19 employees are not required to provide verification of continued coverage unless  
20 requested by the plan administrator.

21 (IV) Employees who voluntarily or involuntarily lose their  
22 other employer group medical and/or dental plan coverage must enroll in a County-  
23 sponsored medical and/or dental plan within 60 calendar days. Enrollment in the  
24 County-sponsored plan will be provided in accordance with the requirements of the  
25 applicable plan.

26 (V) There must be no break in the employee's medical  
27 and/or dental plan coverage between the termination date of the other employer group  
28 coverage and enrollment in a County sponsored medical and/or dental plan. Terms and

conditions of the applicable plan will determine the required retroactive enrollment period and premiums required to implement coverage. Failure to notify the County of loss of group coverage within 60 calendar days will require the employee to pay their insurance premiums retroactively on an after-tax basis.

(K) For employees assigned to work in the Needles, Trona, and Baker work locations, the County will establish a Needles Subsidy. To be eligible for the Needles Subsidy the employee must be enrolled in a medical plan and receive the MPS. The Needles Subsidy will be paid by the employee's department and will be equal to the amount of the premium difference between the indemnity medical plan offered in these specific work locations and the lowest cost medical plan provided by the County. The applicable subsidy amount shall be paid directly to the provider of the County-sponsored medical plan in which the eligible employee has enrolled. This Needles Subsidy will be established each year when premiums change for the County-sponsored medical plans. The subsidy will be discontinued when the lowest cost medical plan becomes available to the employees.

(2) Term Life Insurance.

(A) County Paid Life Insurance. The County will pay the premium for a term life policy, the amount of which is based on the eligible employee's scheduled hours. Employees scheduled from 40 to 60 hours per pay period shall receive \$25,000.00 in coverage. An employee scheduled from 61 to 80 hours shall receive \$50,000.00 in coverage. Life insurance will become effective on the first day of the pay period following the employee's first pay period in which the employee is in paid status. For pay periods in which the employee is not in paid status, the employee shall have the option of continuing life insurance coverage at the employee's expense.

(B) Voluntary Life Insurance. In accordance with the procedures established by Human Resources, eligible employees may purchase, through payroll deductions, term life insurance subject to carrier requirements. New employees shall become initially eligible to participate in this program on the first day of the pay period

1 following the pay period in which the employee is in paid status. Participation will  
2 continue as long as premiums are paid timely. If the employee does not have sufficient  
3 earnings to cover the deduction for premiums, the employee must make alternative  
4 payment arrangements that are acceptable to Human Resources.

5 (3) Variable Group Universal Life. Eligible employees may purchase,  
6 through payroll deductions, variable group universal life insurance subject to carrier  
7 requirements and approval. The benefit levels for such insurance shall be equivalent to  
8 no more than three times the employee's annual base earnings. Employees who  
9 purchase variable group universal life insurance shall be provided a County contribution  
10 towards the biweekly premium based on the following schedule:

Benefit Group	County Contribution
Benefit Group A	100 percent of the premium of the annual base salary
Benefit Group B	50 percent of the premium of the annual base salary or 100 percent of the premium equal to one-half of the annual base salary
Benefit Group C	25 percent of the premium of the annual base salary
Benefit Group D	25 percent of the premium of the annual base salary

16 If the employee does not have sufficient earnings to cover the deduction  
17 for premiums, the employee must make alternative payment arrangements that are  
18 acceptable to Human Resources.

19 (4) Accidental Death and Dismemberment Insurance. Exempt Group  
20 employees may purchase amounts of accidental death and dismemberment insurance  
21 coverage for themselves and dependents through payroll deduction. New employees  
22 shall become initially eligible to participate in these programs on the first day of the pay  
23 period following the first pay period in which the employee works and receives pay for  
24 one-half plus one of their regularly scheduled hours. Participation will continue as long  
25 as premiums are paid timely. If the employee does not have sufficient earnings to cover  
26 the deduction for premiums, the employee must make alternative payment  
27 arrangements that are acceptable to Human Resources. The benefits will be provided  
28 subject to carrier requirements, and will be administered by Human Resources.



1                   (5)     Long-Term Disability Insurance. The County will provide Exempt  
2 Group employees with long-term disability insurance subject to carrier requirements and  
3 approval. The benefit levels for such insurance shall be those approved by the Director  
4 of Human Resources and are subject to carrier requirements. Integration of leave  
5 balances (e.g., sick, vacation, etc.), either partially or fully, are not allowed in  
6 conjunction with long-term disability benefits.

7                   (6)     Short-Term Disability Insurance. The County will provide an  
8 employer paid short-term disability insurance plan for Exempt Group employees. This  
9 benefit shall apply to Exempt Group employees in regular positions who are regularly  
10 scheduled to work 40 hours or more per pay period. The short-term disability insurance  
11 plan benefit coverage shall be governed by the plan document that has been approved  
12 and adopted by the Board of Supervisors for Exempt Group employees and is subject to  
13 carrier requirements and approval. The short-term disability insurance plan benefit  
14 coverage shall include a provision for a seven consecutive calendar day waiting period  
15 from the first day of disability before benefits begin. Benefits shall be 55 percent of  
16 base salary up to a weekly maximum established by a formula that incorporates the  
17 State of California for the State Disability Insurance fund maximum. Benefit payments  
18 terminate when the employee is no longer disabled or after receiving 180 days of  
19 benefits at which time the employee would be eligible for long-term disability benefits if  
20 still medically disabled.

21                   (7)     Vision Care Insurance. Subject to carrier requirements, the County  
22 will pay the premiums for vision care insurance for employees who are in paid status  
23 and their eligible dependents.

24                   (g)     Leave Provisions.

25                   (1)     Sick Leave. Sick leave with pay is an insurance or protection  
26 provided by the County to be granted in circumstances of adversity to promote the  
27 health of the individual employee. It is not an earned right to time off from work. SICK  
28 LEAVE is defined to mean the authorized absence from duty of an employee because

1 of physical or mental illness, injury, pregnancy, confirmed exposure to a serious  
2 contagious disease, for a medical, optical, or dental appointment, for certain purposes  
3 related to being a victim of domestic violence, sexual assault or stalking, or other  
4 purpose authorized herein.

5 (A) Definition.

6 (I) FAMILY MEMBER. A FAMILY MEMBER, as defined  
7 by Labor Code section 245.5, is a parent, child, spouse, registered domestic partner,  
8 grandparent, grandchild, or sibling. PARENT means a biological, foster, adoptive, or  
9 step parent, a legal guardian, or a person who stood in loco parentis when the  
10 employee was a minor child of the employee, or the employee's spouse or registered  
11 domestic partner. CHILD means a biological, foster, or adopted child, a stepchild, a  
12 legal ward, a child of a domestic partner, or a child to whom the employee stands in  
13 loco parentis. DOMESTIC PARTNER is defined by Family Code section 297.

14 (II) EXTENDED FAMILY. EXTENDED FAMILY is  
15 defined as, parent/sibling-in-law, aunt, uncle, niece, nephew, or any step relations as  
16 defined herein.

17 (B) Accumulation. Employees in regular positions shall accrue  
18 sick leave for each payroll period completed, prorated on the basis of 3.69 hours per  
19 pay period, except as provided in Subsection 13.0613-(g)(14). Earned sick leave shall  
20 be available for use the first day following the payroll period in which it is earned.  
21 Employees in regular positions paid less than 80 hours per pay period or job-shared  
22 positions shall receive sick leave accumulation on a pro rata basis. There shall be no  
23 limit on sick leave accumulation.

24 (C) Compensation. Approved sick leave with pay shall be  
25 compensated at the employee's base rate of pay. The minimum charge against  
26 accumulated sick leave shall be 15 minutes.

27 (D) Administration.

28 (I) Investigation. It shall be the responsibility and duty of

each appointing authority to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the Director of Human Resources.

(II) Notice of Sickness. In 24-hour departments, the appointing authority or designee should be notified at least two hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one hour prior to the start of the employee's scheduled tour of duty. In other departments, the appointing authority or designee must be notified within one-half hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

It is the responsibility of the employee to keep the appointing authority informed as to continued absence beyond the first day for reasons due to sickness or occupational disability. Failure to make such notification shall result in denial of sick leave with pay. If the employee receives a doctor's off-work order and provides notice of same to the appointing authority, the employee is not required to contact the department daily. If the employee does not have an off-work order or has not notified the appointing authority that one has been issued, the employee shall be required to contact the department daily in accordance with the timeframe above.

(III) Review. The Director of Human Resources may review and determine the justification of any request for sick leave with pay and may, in the interest of the County, require information from a doctor to support a claim for sick leave pay.

(IV) Proof. A doctor's certificate or other adequate proof shall be provided by the employee in all cases of absence due to illness if requested by the appointing authority. All requests for proof of illness shall be made in compliance with the Labor Code and other law.

(V) Improper Use. Evidence substantiating the use of sick leave for willful injury, gross negligence, intemperance, trivial indispositions,

instances of misrepresentation, or violation of the rules defined herein will result in denial of sick leave with pay and shall be construed as grounds for disciplinary action up to and including termination.

(E) Sick Leave for Other than Personal Illness/Injury.

(I) Family Sick Leave. A maximum of one-half of the employee's annual accrual of earned sick leave per calendar year may be used for attendance upon family members who require the attention of the employee. Upon approval of the appointing authority, the employee may use part of this annual allowance for attendance upon members of the employee's extended family residing in the employee's household who require the attention of the employee.

(II) Bereavement. A maximum of three days earned sick leave may be used per occurrence for bereavement due to the death of a family member or a member of the employee's extended family, as defined herein, or any relative who resided with the employee.

(III) Birth/Adoption. A maximum of 40 hours earned sick leave may be used per occurrence for arrival of an adoptive child at the employee's home. An employee may utilize on an annual basis no more than 40 hours of accumulated sick leave per calendar year for the birth of his or her child.

(IV) Medical, Optical or Dental Appointments. The employee may use sick leave for medical, dental or optical appointments; however, every effort should be made to schedule the appointments at a time of day that will minimize the employee's time off work.

(F) Return-to-Work Medical Clearance.

(I) Under any of the following circumstances, all employees who have been off work due to an illness or injury will report to the San Bernardino County Center for Employee Health and Wellness for a medical evaluation of condition and authorization to return to work before returning to work.

(i) Employees whose treating physician or other

1 qualified medical provider has ordered job modification(s) as a condition for either  
2 continuing to work or for returning to work after an illness or injury. This applies to both  
3 occupational and non-occupational illness or injury.

4 (ii) Employees who have been off work due to  
5 communicable diseases such as, but not limited to, chicken pox and measles.

6 (iii) Employees who have been absent on account  
7 of serious medical condition, when so directed by appointing authority.

8 (II) Employees are required to attend return-to-work  
9 medical appointments at the Center for Employee Health and Wellness on their own  
10 time; however, mileage for attending such appointments are eligible for reimbursement  
11 pursuant to the expense reimbursement provision, Subsection 13.0613(j).

12 (III) It is the responsibility of the employee to obtain  
13 written notice from the medical provider of authorization to return to work with or without  
14 job modification. To ensure all necessary and relevant medical information is provided,  
15 the County shall make available forms to be completed by the medical provider. It is the  
16 responsibility of the employee to provide verbal notice to his or her appointing authority  
17 immediately upon receipt of the medical provider's authorization to return to work, and  
18 no later than 24 hours after receipt of the notice. The appointing authority or designee  
19 will schedule an appropriate medical evaluation for the employee with the Center for  
20 Employee Health and Wellness prior to the employee's return to work. The employee  
21 shall provide the medical provider's written notice of authorization to return to work to  
22 the Center at or prior to the employee's scheduled appointment time.

23 (IV) Exceptions to the above requirements may be made  
24 on a case-by- case basis by the Center for Employee Health and Wellness.

25 (V) The employee is obligated to attend the appointment  
26 as scheduled under the conditions outlined above. If the employee fails to adhere to the  
27 procedure, the employee is required to use sick leave or leave without pay for any work  
28 hours missed. If required notice has been provided, and there is a delay between the

1 employee's appointment with the Center and the start of his or her scheduled tour of  
2 duty on the day that he or she was released to return to work, the County will pay for  
3 work hours missed, without charge to the employee's leave balances.

4 (VI) The final decision on the employee's ability to return  
5 to work rests with the medical provider at the Center. In the event the employee is not  
6 released to return to work by the medical provider at the Center, the employee's status  
7 would continue on sick leave or, where there is no balance, leave without pay.

8 (G) Workers' Compensation. Employees shall receive full salary  
9 in lieu of Workers' Compensation benefits and paid sick leave for the first 40 hours  
10 following an occupational injury or illness, if authorized off work by order of an accepted  
11 physician under the Workers' Compensation sections of the California Labor Code.  
12 Thereafter, accumulated paid leave may be prorated to supplement such temporary  
13 disability compensation payments, provided that the total amount shall not exceed the  
14 regular gross salary of the employee. Employees eligible for salary continuation  
15 pursuant to Labor Code section 4850 are not entitled to this paid time.

16 (H) Employees covered by Labor Code section 4850 who are  
17 injured in the line of duty are entitled to full salary in lieu of Workers' Compensation  
18 benefits and sick leave for a period not to exceed one year. After the employee has  
19 used one full year of such "4850 time", said employee may use accumulated sick leave  
20 with pay with the approval of the appointing authority to augment temporary disability  
21 payments if said employee is still temporarily disabled by order of an accepted  
22 physician under the Workers' Compensation sections or until said employee is retired.

23 (I) Separation. Unused sick leave shall not be payable upon  
24 separation of the employee, except as provided in the Retirement Medical Trust Fund,  
25 Subsection 13.0613-(k)(4) and as provided below.

26 Upon the death of an active employee with five or more years of  
27 continuous service from the most recent date of hire in a regular position, the estate of  
28 the deceased employee will be paid the cash value for the unused sick leave balances

1 according to the sick leave conversion formula below only up to 1,000 hours, and will  
2 not go into the Trust.

Sick Leave Balance as of Date of Separation for Death	Cash Payment Percent of Hours of Sick Leave Balance
480 hours or less	30 percent
481 to 600 hours	35 percent
601 to 720 hours	40 percent
721 to 840 hours	45 percent
841 to 1,000 hours	50 percent

8 (J) Sick Leave Conversion. While employed by the County,  
9 employees who have contributed to a public sector retirement(s) for over five years and  
10 have not withdrawn the contribution from the system(s) may exchange accrued sick  
11 leave hours in excess of 200 hours for vacation time on the following basis:

Sick Leave Balance at Time of Conversion	Sick Leave to Vacation Leave Conversion Ratio
201 to 599 hours	3 sick hours to 1 hour vacation
600 to 799 hours	2.5 sick hours to 1 hour vacation
800 or more hours	2 sick hours to 1 hour vacation

16 Any such exchange must be made in ten-hour increments of  
17 accrued sick leave under the procedures established by the Director of Human  
18 Resources. Employees may elect this exchange once per calendar year.

19 (2) Vacation Leave.

20 (A) Definition. VACATION is a right, earned as a condition of  
21 employment, to a leave of absence with pay for the recreation and well-being of the  
22 employee. If an employee has exhausted sick leave, vacation leave may be used for  
23 sick leave purposes upon a special request of the employee and with the approval of  
24 the appointing authority.

25 (B) Accumulation. Employees in regular positions scheduled to  
26 work 80 hours per pay period shall accrue, on a pro-rata basis, vacation leave for  
27 completed pay periods. Such vacation leave shall be available for use on the first day  
28 following the pay period in which it is earned, provided an employee has worked six pay

periods from the employee's hire date. Employees in regular positions paid less than 80 hours per pay period or job shared positions shall receive vacation leave accumulation on a pro-rata basis.

Length of Service from Hire Date	Annual Vacation Allowance
Hire date through 8,320 service hours	80 hours
Over 8,320 and through 18,720 service hours	120 hours
Over 18,720 service hours	160 hours

The maximum vacation leave accrual balance that may be carried over to a future calendar year shall be 480 hours. However, the maximum vacation leave accrual balance that may be carried over into a future calendar year for an employee with a balance of more than 480 hours at the end of calendar year 2010 shall be such employee's vacation leave balance at the end of pay period 26 of calendar year 2010. Thereafter, the maximum vacation accrual balance for those employees with a balance greater than 480 hours at the end of calendar year 2010 shall be adjusted annually at the end of each calendar year, and shall never be increased. Any vacation leave accrual balance in excess of the employee's maximum leave accrual balance at the end of the calendar year shall be cashed out and paid in accordance with Subsection 13.0613(g)(2)(E)(II).

(C) Administration.

(I) Vacation periods should be taken annually with the approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well-being of the employee.

(II) The minimum charge against accumulated vacation leave shall be 15 minutes. Vacation leave shall be compensated at the employee's base rate of pay, except as otherwise provided in this Plan.

(III) When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.

(IV) Employees not planning to return to County



1 employment at the expiration of a vacation leave, except those retiring, shall be  
2 compensated in a lump sum payment for accrued vacation and shall not be carried on  
3 the payroll. Retiring employees may elect to use vacation leave to enhance retirement  
4 benefits or be compensated in a lump sum payment for accrued vacation leave.

5 (D) Prior Service. New employees hired into the County in  
6 regular positions who have been employed by a public jurisdiction or private sector in a  
7 comparable position or a position which has prepared such employees for an  
8 assignment to a position in the Exempt Group may receive credit for such previous  
9 experience in the former agency(s) in determining their vacation accrual rate. Such  
10 determination as to the comparability of previous experience and amount of credit to be  
11 granted rests solely with the Director of Human Resources or designee. Requests for  
12 prior service credit should be made at the time of hire or as soon as possible thereafter  
13 but in no event later than one year from the employee's hire date.

14 (E) Conversion of Vacation Leave to Cash.

15 (I) Elective Conversion. An employee may sell back  
16 vacation leave at the base hourly rate of the employee as hereinafter provided, upon  
17 approval of the appointing authority. Eligible employees may exercise these options  
18 under procedures established by the Director of Human Resources. In lieu of cash, the  
19 employee may designate that part or all of the value of vacation leave be contributed to  
20 the County's 401(k) Defined Contribution Plan or 457(b) Deferred Compensation Plan.  
21 In order to sell back vacation leave prior to termination or retirement, an employee may  
22 exercise the following options:

23 Option 1. Future Accruals. An employee must make an  
24 irrevocable election during the month of December, specifying the number of hours to  
25 be sold back from the next calendar year's vacation leave accrual. Such election must  
26 be made in increments of not less than ten hours and may not exceed 160 hours. All  
27 designated hours remaining at the end of the pay period 25 will automatically be  
28 converted into cash in the last period of the calendar year.

Option 2. Existing Accruals. Existing accruals may be cashed out in whole hour increments with a minimum cash out of ten hours and will be subject to a ten percent penalty.

(II) Automatic Conversion. At the end of the last pay period of the calendar year, an employee shall automatically have any vacation leave accruals in excess of the employee's maximum vacation leave accrual balance converted to cash. Such automatic vacation leave cash out shall be paid in pay period 1 of the next calendar year.

(3) Holiday Leave.

(A) Fixed Holidays. All employees in regular positions except as modified in Subdivision (i) shall be entitled to the following holidays:

January 1

Third Monday in January

Third Monday in February

Last Monday in May

July 4

First Monday in September

Second Monday in October

November 11

Thanksgiving Day

Day after Thanksgiving

December 24

December 25

December 31

(B) Floating Holidays. Employees in regular positions shall be entitled to a total of eight hours floating holiday time annually provided that the employee is not on unpaid leave for the entire pay period and is actively on the payroll for the pay period where the floating holiday time is to accrue. Eight hours floating

1 holiday time shall be accrued during the first pay period prior to the third Monday in  
2 January.

3 Floating holidays accrued shall be available for use on the first day  
4 following the pay period in which they are accrued, with the approval of the appointing  
5 authority. Appointing authorities have the right to schedule employees' time off for  
6 accrued holidays to meet the needs of the service but with consideration given to the  
7 well-being of the employee. Employees in regular positions budgeted less than 80 hours  
8 per pay period or job-shared positions shall receive floating holiday accruals on a pro-  
9 rata basis.

10 (C) The maximum holiday leave accrual balance that may be  
11 carried over to a future calendar year shall be 112 hours. However, the maximum  
12 holiday leave accrual balance that may be carried over into a future calendar year for an  
13 employee with a balance of more than 112 hours at the end of calendar year 2010 shall  
14 be such employee's holiday leave balance at the end of pay period 26 of calendar year  
15 2010. Thereafter, the maximum holiday accrual balance for those employees with a  
16 balance greater than 112 hours at the end of calendar year 2010 shall be adjusted  
17 annually at the end of each calendar year, and shall never be increased. Any holiday  
18 leave accrual balance in excess of the employee's maximum holiday leave accrual  
19 balance at the end of the calendar year shall be cashed out and paid in accordance with  
20 Subsection 13.0613(g)(3)(G)(II).

21 (D) When a fixed holiday falls within a vacation period, the  
22 holiday time shall not be charged against an employee's earned vacation benefits.

23 (E) Whenever an employee is required to work on a fixed  
24 holiday or the fixed holiday falls on an employee's regularly scheduled day off, the  
25 employee shall accrue, on an hour-for-hour basis, up to a total of eight hours floating  
26 holiday time.

27 (F) When a fixed holiday falls on a Saturday, the previous Friday  
28 will be observed as the fixed holiday except that when the preceding Friday is also a

fixed holiday, the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except that when the following Monday is also a fixed holiday, the following Tuesday will be observed as the fixed holiday.

(G) Conversion of Holiday Leave to Cash.

(I) Elective Conversion. An employee may sell back holiday time at the base hourly rate of the employee as hereinafter provided, upon approval of the appointing authority. Eligible employees may exercise this option under procedures established by the Director of Human Resources. In lieu of cash, the employee may designate that part or all of the value of holiday time to be contributed to the County's 401(k) Defined Contribution Plan or 457(b) Deferred Compensation Plan.

In order to sell back holiday time prior to termination or retirement, an employee may exercise the following options:

Option 1. Future Accruals. An employee must make an irrevocable election during the month of December, specifying the number of hours to be sold back from the next calendar year's holiday time accrual. Such election must be made in increments of not less than eight hours and may not exceed the annual amount to be accrued for the next calendar year. All designated hours remaining at the end of pay period 25 will automatically be converted into cash in the last pay period of the calendar year.

Option 2. Existing Accruals. Existing accruals may be cashed out in whole hour increments with a minimum cash out of eight hours and will be subject to a ten percent penalty.

(II) Automatic Conversion. At the end of the calendar year, an employee shall automatically have any holiday leave accruals in excess of the employee's maximum holiday leave accrual balance converted to cash. Such automatic holiday leave cash out shall be paid in pay period 1 of the next calendar year.

(H) Grandfathered Holiday Time. An employee promoted from

1 the Safety Management and Supervisory Unit to the Exempt group who has any  
2 grandfathered holiday time at the time of promotion, will be allowed to retain such  
3 grandfathered holiday time. Such time may be used or compensated at the time of  
4 retirement or separation under the same terms and conditions as are applicable to  
5 Safety Management and Supervisory Unit employees.

6 (4) Special Leaves of Absence Without Pay.

7 (A) General Provisions. A special leave of absence without pay  
8 may be granted to an employee who:

9 (I) Is medically incapacitated to perform the duties of the  
10 position;

11 (II) Desires to engage in a relevant course of study which  
12 will enhance the employee's value to the County;

13 (III) Takes a leave of absence pursuant to the Federal  
14 Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and/or  
15 Pregnancy Disability Leave (PDL) provisions of the Fair Employment and Housing Act  
16 (FEHA);

17 (IV) For any reason considered appropriate by the  
18 appointing authority and the Director of Human Resources.

19 (B) Exempt Group employees eligible to receive the automobile  
20 allowance, portable communication device allowance, bilingual compensation, or  
21 special assignment compensation will have these benefits suspended while on unpaid  
22 leave and upon exhausting short-term disability insurance benefits. These benefits will  
23 cease the day following the end of the individual's short-term disability insurance  
24 benefits. Employees off work without pay for disciplinary reasons shall not receive the  
25 above listed benefits until they return to full time status.

26 (C) Type of Leave of Absences. There are four types of leaves  
27 of absences. All requests must be in writing and require the approval of the appointing  
28 authority or designee and the Director of Human Resources or designee. Upon

request, the appointing authority or designee and the Director of Human Resources or designee may grant successive leaves of absence. All benefits shall be administered in accordance with the appropriate section of this code.

(I) Leave of Absence with Right to Return. Leaves of absence with right to return may be granted to employees in regular positions for a period not exceeding one year. The employee remains in his or her position.

(II) Family Leave. Leaves of absence will be granted in accordance with the FMLA, the CFRA, and/or the PDL provisions of FEHA. This leave can be concurrent with use of paid leave or leave of absence without pay with right to return.

An employee on an approved leave of absence without pay under this provision will continue to receive the benefits outlined in Subsection 13.0613(k)(1)(B)(III) for a period of six pay periods. Certification from a health care provider is required for all instances of medical leave under this provision. Employees are required to inform supervisors of the need for leave at least 30 days before commencement where possible.

In instances where the leave is for the birth or placement of a child and both husband and wife are County employees, both employees are limited to a total of 12 weeks between them.

(III) Leave of Absence without Right to Return.

(i) Definition. Leaves of absence without right to return may be granted to employees with regular status for a period not exceeding one year. Employees without right to return shall be removed from their position. Retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase medical benefits pursuant to federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

(ii) Return Process. An employee may return to

1 the same department in the classification from which the employee took the leave of  
2 absence with the approval of the appointing authority and the Director of Human  
3 Resources. Alternatively, the employee may apply through Human Resources by the  
4 last day of the leave of absence. The employee will be placed on the eligible list for the  
5 classification from which he or she took the leave of absence without examination.  
6 Placement on the eligible list will be administered in accordance with the requalification  
7 provisions of the Personnel Rules. If the employee does not return to a regular position  
8 within 90 calendar days of the expiration of such a leave the employee shall be  
9 terminated from County service. If reemployed, the employee shall be required to serve  
10 a new probationary period. The Director of Human Resources or designee has the  
11 discretion to waive the requirement to serve a new probationary period.

12 (iii) Benefits Upon Return. An employee who  
13 returns to a regular position within 90 days after the expiration of the leave of absence  
14 without right to return shall retain his or her hire date for purposes of leave accruals and  
15 step advances; except that the employee will not receive service credit for the period of  
16 time the employee is on the leave of absence without right to return. To be reemployed  
17 and retain the above benefits, the employee must be appointed to a position no later  
18 than 90 calendar days after the date of expiration of the leave of absence. The 90 days  
19 shall run concurrently with the first 90 days of the one-year period provided in the  
20 reemployment subdivision.

21 (IV) Long-Term Medical Leave of Absence.

22 (i) Definition. An employee with regular status  
23 who suffers from a serious condition may be placed on a medical leave of absence for  
24 up to one year, only after FMLA, CFRA and/or PDL have been exhausted. However, if  
25 an employee meets the service requirements for eligibility for a disability retirement, the  
26 long-term medical leave of absence may be extended. The employee is responsible for  
27 providing documentation from a qualified health practitioner prior to approval. The  
28 County retains the right to request medical documentation regarding the employee's

1 continued incapacity to return to work.

2                   The employee will be removed from his or her  
3 position so that the department may fill behind the employee. Retirement contributions  
4 shall remain in the system and cannot be requested for distribution until the expiration of  
5 the leave. The employee shall be eligible to purchase benefits pursuant to the federal  
6 Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

7                   Upon the employee's ability to return to work or the  
8 expiration of the leave of absence, whichever comes first, the employee will have the  
9 right to return to the classification within the department from which he or she took a  
10 leave of absence when a funded vacancy for which the employee meets the  
11 qualifications is available. If the employee does not return to work by the expiration  
12 date of the leave, or the soonest date after that for which the department has a vacancy  
13 (but in no event later than 90 days following the expiration of the medical leave of  
14 absence), the employee relinquishes the right to return.

15                   (ii) Upon return from a medical leave of absence,  
16 the employee shall retain hire date for purposes of leave accruals and step advances;  
17 except that the employee will not receive service credit for the period of time the  
18 employee is on the medical leave of absence.

19                   (5) Medical Emergency Leave. The particulars of the Medical  
20 Emergency Leave policy are as follows:

21                   (A) The employee must have regular status with the County or  
22 one year of continuous service in a regular position with the County.

23                   (B) The employee must meet all of the following criteria before  
24 he or she becomes eligible for Medical Emergency Leave donation: (1) be on an  
25 approved medical leave of absence for at least 30 calendar days (160 working hours)  
26 exclusive of an absence due to a work related injury/illness; (2) submit a doctor's off  
27 work order verifying the medical requirement to be off work for a minimum of 30  
28 calendar days (160 working hours); (3) have exhausted all useable leave balances prior



1 to initial eligibility for Medical Emergency Leave donations—subsequent accruals will  
2 not affect eligibility; and (4) have also recorded at least 40 hours of sick leave without  
3 pay during the current period of disability.

4 (C) An employee is not eligible for Medical Emergency Leave if  
5 he or she is receiving Workers' Compensation wage replacement (e.g., Coding TTD,  
6 etc.). An employee eligible for State Disability Insurance and/or short-term disability  
7 must agree to integrate these benefits with Medical Emergency Leave.

8 (D) Vacation, holiday, administrative leave or annual leave, as  
9 well as compensatory time, may be donated by employees only on a voluntary and  
10 confidential basis, in increments of eight hours (or in the case of holiday leave four  
11 hours) not to exceed a total of 50 percent of a donor's annual vacation, holiday,  
12 administrative leave, annual leave or compensatory time accrual per employee. The  
13 donation may be made for a specific employee on the time frames established by the  
14 Human Resources Department. The employee (donee) using/coding the Medical  
15 Emergency Leave will be taxed accordingly.

16 (E) The donation is to be utilized for the employee's Medical  
17 Emergency Leave only; the donation to one employee is limited to a total of 1,040 hours  
18 per fiscal year. The maximum of 1,040 hours shall be prorated for those scheduled less  
19 than 40 hours per week. Example: An employee who is regularly scheduled 20 hours  
20 per week is eligible for a maximum donation of 520 hours of Medical Emergency Leave.

21 (F) Medical emergency leave shall be administered in  
22 accordance with procedures approved by Human Resources.

23 (6) Compulsory Leave. If, in the opinion of the appointing authority,  
24 employees are unable to perform the duties of their position for physical or  
25 psychological reasons, they may be removed from duty without pay or may use  
26 appropriate accrued paid leave for which they are eligible. In addition, such employees  
27 may be required to submit to an examination by either a physician or other competent  
28 authority designated by the Director of Human Resources or by their own physician or

1 practitioner, as appropriate. If the examination report of the competent authority (e.g.,  
2 physician, appropriate practitioner) shows the employee to be in an unfit condition to  
3 perform the duties required of the position, the appointing authority shall have the right  
4 to compel such employee to take sufficient leave of absence with or without pay, to  
5 transfer to another position without reduction in compensation, and/or follow a  
6 prescribed treatment regimen until medically qualified to return to unrestricted duty. An  
7 employee who has been removed from duty for physical or psychological reasons by  
8 the appointing authority, and was required to submit to an examination, may not return  
9 to duty until such time as medical clearance has been obtained.

10 Employees shall be required to meet all qualifications for employment  
11 (e.g., licensure, certification, etc.). Employees who become disqualified to perform the  
12 duties of their position (e.g., fail to maintain required licenses) shall be immediately  
13 removed from duty without pay unless permitted to use appropriate accrued paid leave  
14 for which they are eligible and may be subject to appropriate disciplinary action.

15 (7) Military Leave. As provided in the California Military and Veterans  
16 Code section 395 et seq., and any amendment thereto, and the Federal Uniformed  
17 Services Employment and Reemployment Rights Act of 1994, a County employee,  
18 regular, extra-help, per diem, or recurrent may be entitled to the following rights  
19 concerning military leave:

20 (A) Definition. MILITARY LEAVE is defined as the performance  
21 of duty on a voluntary or involuntary basis in a uniformed service under competent  
22 authority and includes active duty, active duty for training, initial active duty for training  
23 (weekend drills), full-time National Guard duty, and a period for which an employee is  
24 absent for the purpose of an examination to determine the fitness of the person to  
25 perform any such duty.

26 (B) Notice and Orders. All employees shall provide advance  
27 notice of military service unless military necessity prevents the giving of notice or the  
28 giving of notice is impossible or unreasonable. Where available, copy of military orders

1 must accompany the request for leave.

2 (C) Temporary Active Duty. Any employee who is a member of  
3 the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled  
4 to temporary military leave of absence for the purpose of active military training,  
5 encampment, naval cruises, special exercises or like activities provided that the period  
6 of ordered duty does not exceed 180 calendar days, including time involved in going to  
7 and returning from such duty. While on paid status, an employee on temporary military  
8 leave shall receive the same vacation, holiday, and sick leave, step advances, and  
9 benefits that would have been enjoyed had the employee not been absent, providing  
10 such employee has been employed by the County for at least one year immediately  
11 prior to the date such leave begins. In determining the one-year employment  
12 requirement, all time spent in recognized military service, active or temporary, shall be  
13 counted. An exception to the above is that an uncompleted probationary period must  
14 be completed upon return to the job. Any employee meeting the above one-year  
15 employment requirement shall be entitled to receive his or her regular salary or  
16 compensation, pursuant to Subsection 13.0613-(g)(7)(E).

17 (D) Full-Time Active Duty. Employees who resign from positions  
18 to serve in the Armed Forces for more than 180 days, shall have a right to return to  
19 former classification upon serving written notice to the appointing authority, no later than  
20 90 days after completion of such service. Returning employees are subject to a  
21 physical/psychological examination. Should such employee's former classification have  
22 been abolished, then the employee shall be entitled to a classification of comparable  
23 functions, duties, and compensation if such classification exists, or to a comparable  
24 vacant position for which the employee is qualified.

25 The right to return to former classification shall include the right to  
26 be restored to such civil service status as the employee would have if the employee had  
27 not so resigned; and no other person shall acquire civil service status in the same  
28 position so as to deprive such employee of this right to restoration.

1 Eligible employees are also entitled to the reemployment and  
2 benefit rights as further described in the Uniformed Services Employment and  
3 Reemployment Rights Act, 38 U.S.C. sections 4301 to 4333. Specifically, a returning  
4 employee will receive restoration of original hire and benefit date, salary step, vacation  
5 accrual rate, sick leave balance (unless the employee has received payment for unused  
6 sick leave in accordance with provisions contained herein), the retirement plan  
7 contribution rate, and retirement system contributions (provided the employee complies  
8 with any requirements established by the Retirement Board). However, such employee  
9 will not have accrued vacation, sick leave, or other benefit while absent from County  
10 employment, except as provided in the temporary duty provision.

11 (E) Compensation. This provision does not include an  
12 employee's attendance for inactive duty, commonly referred to as weekend reserve  
13 meetings, muster duty, or drills. Employees must use their own time to attend such  
14 meetings. Should the meetings unavoidably conflict with an employee's regular working  
15 hours, the employee is required to use vacation or holiday leave, leave without pay, or  
16 make up the time. Employees who are called in for a medical examination to determine  
17 physical fitness for military duty must also use vacation leave, leave without pay, or  
18 make up the time. Employees cannot be required to use their accrued leave. Any  
19 employee meeting the requirements in (C) and (D) shall be entitled to receive their  
20 regular salary or compensation for the first 30 calendar days of any such leave. Pay for  
21 such purposes shall not exceed 30 days in any one fiscal year and shall be paid only for  
22 the employee's regularly scheduled workdays that fall within the 30 calendar days.

23 (F) Extension of Benefits. The County recognizes the increased  
24 requirements of the military due to the current threats facing the United States of  
25 America and, as such, has established a program under which employees may be  
26 eligible for an extension of benefits. Employees who are called to active duty as a result  
27 of the activation of military reservists beginning in September 2001, and who are eligible  
28 to receive the 30 calendar day military leave compensation, and meet the requirements

1 established by the Board shall receive the difference between their base County salary  
2 and their military salary starting on the thirty-first calendar day of military leave. The  
3 difference in salary shall continue for the period approved by the Board of Supervisors.  
4 During this period, the County will continue to provide the employee the benefits and all  
5 leave accruals as were provided prior to such active duty. Retirement contributions and  
6 service credit will be granted if the employee had enough pay to cover the entire  
7 retirement system contribution. If the employee does not receive enough pay to cover  
8 the retirement system contribution, no contribution or credit will be given. Employees  
9 should note that the accidental death and dismemberment (AD&D) plan contains a war  
10 exclusion.

11               If the employee becomes eligible for full County payment for the  
12 first thirty days of military leave provided in (C) of this subsection, the extended  
13 payments provided under this section shall be suspended and shall be continued after  
14 the 30 days compensation has been completed. No compensation shall be paid  
15 beyond the thirty day leave period, unless such compensation is expressly approved by  
16 the Board of Supervisors. The County may unilaterally extend the benefits of this  
17 subsection upon the approval of the Board of Supervisors.

18               (8) Political Leave. Any employee who is a declared candidate for  
19 public office (i.e., a candidate who has filed the appropriate documents) shall have the  
20 right to a leave of absence without pay with or without right to return for a reasonable  
21 period to campaign for the election. Such leave is subject to the conditions governing  
22 special leaves of absence without pay contained herein.

23               (9) Jury Duty Leave. Employees in regular positions who are  
24 ordered/summoned to serve jury duty including Federal Grand Jury duty shall be  
25 entitled to base pay for those hours of absence from work, provided the employee  
26 waives fees for service, other than mileage. Such employees will further be required to  
27 deliver a "Jury Duty Certification" form at the end of the required jury duty to verify such  
28 service. When practicable, the appointing authority will convert an employee's regular

1 tour of duty to a day shift tour of duty during the period of jury duty. Employees required  
2 to serve on a jury must report to work before and after jury duty provided there is an  
3 opportunity for at least one hour of actual work time. Employees volunteering to serve  
4 on a Grand Jury shall be granted a leave of absence without pay to perform the duties  
5 of a member of the Grand Jury, in the same manner as provided in Subsection 13.0613  
6 (g)(4).

7 (10) Examination Time. Employees having regular status in regular  
8 positions at the time of application, or employees who do not have regular status but  
9 have previously held regular status and continuously remained a County employee,  
10 shall be entitled to a reasonable amount of time off with pay for the purpose of attending  
11 all examination processes (e.g., selection interviews, etc.) required for selection to a  
12 different County position. Employees are responsible for notifying and obtaining  
13 approval from their immediate supervisor prior to taking such leave. Examination time  
14 off shall not be charged against any accumulated leave balances and shall be  
15 compensated at the employee's base hourly rate.

16 (11) Witness Leave. Employees in regular positions shall be entitled to  
17 a leave of absence from work when subpoenaed to testify as a witness, such subpoena  
18 being properly issued by a court, agency, or commission legally empowered to  
19 subpoena witnesses. This benefit shall not apply in any case in which the subpoenaed  
20 employee is a party to the action or the subpoena has arisen out of the employee's  
21 scope of employment. Witness leave shall not be charged against any accumulated  
22 leave balances and shall be compensated at the employee's base hourly rate. This  
23 benefit will be paid only if the employee has demanded witness fees at the time of  
24 service of the subpoena, and such fees are turned over to the County.

25 (12) Blood Donations. Employees in regular positions who donate blood  
26 without receiving compensation for such donation, may have up to two hours off with  
27 pay to recover with prior approval of the immediate supervisor for each such donation.  
28 This benefit shall not be charged to any accumulated leave; provided, however, if the

1 employee is unable to work, any time in excess of two hours may be charged to  
2 accumulated sick leave or be taken as leave without pay. Evidence of each donation  
3 must be presented to the appointing authority to receive this benefit.

4 Employees in regular positions who are apheresis donors may have up to  
5 four hours off with pay to recover with prior approval of the immediate supervisor for  
6 each such donation, provided no compensation is received for such donation. This  
7 benefit shall not be charged to any accumulated leave; provided, however, if the  
8 employee is unable to work any time in excess of four hours may be charged to  
9 accumulated sick leave or be taken as leave without pay. Evidence of each apheresis  
10 donation must be presented to the appointing authority to receive this benefit.

11 (13) Bereavement Leave. Employees in regular positions may use up to  
12 two days paid leave, not charged to the employee's personal leave balances, per  
13 occurrence for bereavement due to the death of an employee's family member as  
14 defined in Subsection 13.0613-(g)(1)(A)(I). One additional day shall be granted if the  
15 employee travels over 1,000 miles from his or her residence to the bereavement  
16 service(s). This additional day shall not be charged to the employee's personal leave  
17 balances. The appointing authority may request verification of distance traveled.

18 (14) Leave Accruals While on Disability Leave. Employees receiving  
19 the benefits of workers' compensation or short-term disability leave receive partial  
20 replacement of their income through these benefits. Employees on these types of  
21 disability leaves may choose to fully integrate, partially integrate, or not integrate  
22 personal leave time with these disability payments.

23 The maximum amount the employee receives from integrating leave time  
24 with disability payments shall not exceed 100 percent of the employee's base salary.  
25 Paid personal leave time coded on the employee's time and labor report will be limited  
26 to the amount of leave necessary to integrate benefits to the level designated by the  
27 employee. When the exact amount is not known, a good faith estimate may be made  
28 and the amount will be adjusted later as necessary. If any overpayments are made, the

1 employee will be required to repay that amount. An employee who knowingly receives  
2 payment in excess of his or her regular base salary is required to report it to his or her  
3 Departmental payroll clerk.

4 Employees who are fully integrating accrued leave time with disability  
5 benefits and shall be eligible to receive full accruals of vacation and sick leave.  
6 Employees who are not fully integrating shall earn pro-rated vacation and sick leave  
7 accruals based upon paid leave time coded on the time and labor report only.

8 Employees who are fully integrating paid leave time with disability  
9 benefit(s) will be eligible for fixed holiday pay provided that they are on the payroll for  
10 the entire pay period and have no unapproved leave for the pay period. Employees  
11 who are partially integrating or not integrating paid leave time with disability benefits will  
12 be paid for holidays in accordance with the holiday leave provisions in Subsection  
13 13.0613(g)(3).

14 (h) Relocation. Employees who are required by order of their appointing  
15 authority to change their principal place of residence because of a reassignment to  
16 meet the needs of the service or because of layoff will be granted time off with pay not  
17 to exceed two work days and up to \$400.00 reimbursement toward the actual cost of  
18 relocating their personal furnishings and belongings.

19 (i) Special Assignment Compensation. Increases in pay may be granted to  
20 recognize the temporary assignment of additional responsibilities that are significant in  
21 nature and beyond the normal scope of the position. No award shall be made in any  
22 situation related to a vacation, short-term illness or other relief which is six weeks or  
23 less. The duration of such assignments is not intended to exceed one calendar year  
24 except in unusual circumstance approved by both the appointing authority and the  
25 Director of Human Resources. Employees will normally not be in a probationary status.  
26 The employee shall be required to meet standards for satisfactory performance.

27 Compensation shall be awarded in pay period increments, and shall be in the  
28 form of a specified percentage of the employee's base pay. The Director of Human



Resources will determine the amount in increments of one-half percent from a minimum of two and one-half percent up to a maximum of seven and one-half percent. The additional compensation will be computed at the specified percentage of the current base pay of the employee for each pay period. Such increases in pay shall not affect an employee's step advancement in the base range pursuant to the salary rates and step advancements subdivision.

Requests for special assignment compensation may be initiated by the appointing authority or an employee via the appointing authority. The appointing authority and the employee bear mutual responsibility for initiating the compensation request in a timely manner and adhering to the compensation provisions defined in this provision. It is important to obtain Human Resources Department review of the request in advance of the date the employee begins the assignment, since there is no guarantee the request will be approved. Special assignment compensation is to be effective only with the Director of Human Resources written approval, assignment of the greater level of duties, and signed acceptance by the employee.

This provision shall not be utilized to circumvent or provide additional compensation over and above that which may be provided in the subsection on assignment to vacant higher position and the Personnel Rules. These aforementioned provisions are mutually exclusive concepts and as such there shall be no dual or multiple requests based on the same facts.

(j) Expenses Incurred in Conducting County Business and Expense Reimbursement.

(1) General Provisions. Employees in the Exempt Group shall be reimbursed for all expenses incurred in connection with the conduct of County business, including, but not limited to: travel, lodging, meals, laundering, gratuities, and other related costs. Payment for actual expenses is subject to the approval of the appointing authority. The Chief Executive Officer, Assistant Executive Officers, and County officers with department head status may incur necessary County expenses involved with

1 activities and functions of their departments and arrange for the County to be billed  
2 directly for such expenses.

3           The purpose of this subdivision is to define the policy and procedures by  
4 which employees shall report and be reimbursed for necessary expenses incurred on  
5 behalf of San Bernardino County, except as may be otherwise provided in this code.

6           (2) Responsibilities. It shall be the responsibility of each appointing  
7 authority or designee to investigate and approve each request for expense  
8 reimbursement. It shall be the responsibility of each employee to obtain prior approval  
9 from the appropriate appointing authority or designee to incur a business expense or to  
10 exceed maximum allowable amounts provided in Section (7) below.

11           Prior approval may be in the form of standing orders issued by the  
12 appointing authority. Failure to obtain prior approval may result in denial of any  
13 expense claim (or excess amount) not pre-approved.

14           (3) Travel Authorization.

15           (A) Travel outside the State of California must be approved by  
16 the Chief Executive Officer or designee. Requests for such travel shall be submitted to  
17 the County Administrative Office on a travel request form.

18           (B) The appointing authority or designee shall initiate travel  
19 requests. The Chief Executive Officer and Auditor-Controller/Treasurer/Tax Collector  
20 shall be notified in writing of all such designees.

21           (C) The appointing authority or designee is authorized to  
22 approve necessary travel within the State of California and use of transportation mode  
23 consistent with this subdivision.

24           (4) Authorization for Attendance at Meetings.

25           (A) Appointing authorities may authorize attendance at meetings  
26 at County expense when the program material is directly related to an important phase  
27 of County service and holds promise of benefit to the County as a result of such  
28 attendance.

1 (B) Authorization for attendance at meetings without expense  
2 reimbursement, but on County time, may be granted when the employee is engaged on  
3 the County's behalf, but from which the gain will inure principally to the benefit of the  
4 employee and only incidentally to the County.

5 (5) Records and Reimbursements.

6 (A) Requests for expense reimbursements should be submitted  
7 once each month and within one year of the date that the expense was incurred.

8 (B) Receipts or vouchers which verify the claimed expenditures  
9 will be required for all items of expense, except:

10 (I) Subsistence, except as otherwise provided in this  
11 subdivision;

12 (II) Private mileage (e.g., mileage to the airport);

13 (III) Telephone or other communication-related charges  
14 including Wi-Fi and internet access fees if needed to conduct County business;

15 (IV) Other authorized expenses of less than \$1.00.

16 (C) Claims for expense reimbursement totaling less than \$1.00  
17 in any fiscal year shall not be paid.

18 (D) Reimbursement shall not be made for any personal  
19 expenses such as, but not limited to: entertainment, barbering, personal grooming,  
20 alcoholic beverages, etc.

21 (E) Except as otherwise provided in this subdivision, expense  
22 reimbursements shall be made on an actual cost basis.

23 (F) If the receipt is unavailable, the employee may submit a  
24 signed statement with an explanation of expenses (i.e., itemized list of expenses with  
25 location, date, dollar amount, and reason for expenses) and an explanation as to why  
26 the receipt is unavailable.

27 (G) Expense reimbursements may be made via electronic fund  
28 transfer into the financial institution of the employee's choice or by pay card.

1 Employees who fail to make arrangements for direct deposit shall receive  
2 reimbursements via pay card.

3 (6) Transportation Modes.

4 (A) The general rule for selection of a mode of transportation is  
5 that mode which represents the lowest expense to the County. Where an employee is  
6 given the choice between several means of travel (e.g., use of County vehicle vs. own  
7 personal vehicle, flying vs. driving, etc.) and the employee chooses the option that is  
8 more costly, the employee shall only be reimbursed for the lesser cost option. For  
9 example, if an employee chooses to drive his or her own vehicle when offered a County  
10 vehicle, the employee shall not be entitled to any reimbursement. Similarly, if the cost  
11 of flying on an airplane is less than the cost of driving, the employee shall only be  
12 reimbursed for the amount the County would have paid for the flight.

13 (B) Travel via Private Automobile.

14 (I) Reimbursement for use of privately-owned  
15 automobiles to conduct County business shall be at the IRS allowable rate.  
16 Reimbursement at this rate shall be considered as full and complete payment for actual  
17 necessary expenses for the use of the private automobile, insurance, maintenance and  
18 all other transportation related costs. The County does not provide any insurance for  
19 private automobiles used on County business. The owner of an automobile is  
20 responsible for the personal liability and property damage insurance when the vehicle is  
21 used on County business.

22 (II) When employees, traveling on official County  
23 business, leave directly from their principal place of residence rather than from their  
24 assigned work location, mileage allowed to the first work contact point shall be the  
25 difference between the distance from the residence to the assigned work location and  
26 the distance from the residence to the first work contact point. If the first work contact  
27 point is closer than the assigned work location, no mileage shall be allowed. If the  
28 employee departs from the last work contact point directly to the residence, the same

1 principle governs.

2 (III) Employees may have multiple assigned work  
3 locations. Mileage allowed is based on the assigned work location for that day. When  
4 employees have more than one assigned work location in a standard tour of duty,  
5 mileage shall be allowed between assigned work locations. In no case will mileage be  
6 allowed between the employee's residence and the assigned work location.

7 (C) Travel via Air.

8 (I) Commercial Aircraft. When commercial aircraft  
9 transportation is approved, the "cost of public carrier" shall mean the cost of air coach  
10 class rate including tax and security surcharges. Travel via charter aircraft shall be  
11 limited to emergencies, or when other types of transportation are impractical or more  
12 expensive. Specific prior approval for travel via charter aircraft must be obtained from  
13 the Chief Executive Officer or designee.

14 (II) Private Aircraft. When private aircraft transportation  
15 is approved by the Chief Executive Officer or designee, reimbursement will be as  
16 follows:

17 (i) Reimbursement for use of aircraft owned or  
18 rented and flown by County personnel will be for equivalent road miles at the first mile  
19 rate of the current private automobile use reimbursement schedule. Landing or tie-  
20 down fees will be reimbursed similar to auto parking charges.

21 (ii) Reimbursement for trips to and from the  
22 following destinations will be limited to the cost of public carrier except when justified by  
23 unusual circumstances as determined by the Chief Executive Officer or designee:  
24 Sacramento, San Francisco, Oakland and San Jose.

25 (iii) Authorized charter flights with a licensed  
26 charter service providing the aircraft and pilot will be reimbursed at actual cost. Charter  
27 flights must be individually approved by the Chief Executive Officer or designee prior to  
28 departure.

1 (iv) The employee or owner of the aircraft must  
2 maintain on file, with the County's Risk Management Department, a current policy for  
3 aviation comprehensive general liability insurance, which includes the County as an  
4 additional insured and covers all operations performed by or on behalf of the employee  
5 or owner of the aircraft for bodily injury and property damage with a combined single  
6 limit of not less than \$1,000,000.00, per occurrence and \$2,000,000.00, general  
7 aggregate.

8 (D) Travel via Rental Vehicles. Reimbursement will be provided  
9 for the cost of a rental vehicle used for business purposes if such use is approved by  
10 the appointing authority. Rental vehicles are covered for liability and vehicle physical  
11 damage under the County's self-insurance program. Reimbursement will not be  
12 provided for the additional costs incurred if any employee purchased any additional  
13 insurance or signs a collision damage waiver (CDW) when renting a vehicle for County  
14 business. Requests for reimbursement for gasoline for rental vehicles must be  
15 accompanied by a copy of the rental agreement or rental receipt and gasoline receipt.

16 (E) Travel via Ride-Share Service, Taxi, or Public/Mass Transit.  
17 Reimbursement will be provided for the cost of using a ride-share service, (e.g., Uber or  
18 Lyft), taxi, or public/mass transit (e.g., bus, streetcar, and ferry) if such expenses are  
19 incurred for County business and approved by the appointing authority.

20 (F) Incidental Travel Expenses. Reimbursement will be  
21 provided for the cost of incidental travel expenses such as bridge tolls, road tolls and  
22 parking fees if such expenses are incurred as part of County business and approved by  
23 the appointing authority. Valet parking will not be reimbursed unless self-parking is not  
24 available or security is a concern.

25 (7) Subsistence.

26 (A) Subsistence allowances for lodging and meals shall not be  
27 allowed without prior approval of the appointing authority or designee as necessary for  
28 the purpose of conducting County business. Meal and lodging selections should

1 represent a reasonable cost to the County and be generally consistent with the rates  
2 established by the General Services Administration (GSA). Excess charges greater  
3 than the allowances listed below in Subdivisions (B) and (C) may be authorized under  
4 special conditions, such as a convention or conference requirement (e.g., lodging at the  
5 hotel where the conference is held) or if County business requires lodging and meals in  
6 an area of unusually high cost (i.e., Non-Standard Areas as established by the GSA).  
7 Employees may be reimbursed for expenses in high cost areas for the actual cost  
8 incurred, but generally not to exceed the per diem amounts established by the GSA for  
9 that area and month. Receipts are mandatory to obtain reimbursement for all lodging  
10 expenses, and except as provided below, for all meal expenses claimed.

11 (B) An employee may be reimbursed for lodging expenses at  
12 actual cost, generally not to exceed the standard lodging per diem rate as established  
13 by the GSA, except as otherwise provided in Subdivision (A) above.

14 (C) Except as otherwise provided in Subdivision (A) above,  
15 reimbursements for meal expenses for up to three separate meals per day may be  
16 provided as follows:

17 (I) With receipts: An employee may be reimbursed for  
18 meal expense at actual cost not to exceed eleven dollars (\$11.00) for breakfast; fifteen  
19 dollars (\$15.00) for lunch; and twenty-four dollars (\$24.00) for dinner, all plus tax and up  
20 to 15 percent gratuity.

21 (II) Without receipts: An employee may be reimbursed  
22 for meal expense at per diem rates not to exceed six dollars (\$6.00) for breakfast; nine  
23 dollars (\$9.00) for lunch; and nineteen dollars (\$19.00) for dinner, all plus tax and up to  
24 15 percent gratuity.

25 (D) Where the cost of a meal is included as part of a registration  
26 charge for an event (e.g., continental breakfast at a conference or training seminar) or in  
27 the cost of lodging, an employee may not claim reimbursement for that meal.

28 (8) Expense Advances. Advancement of funds for business expenses

1 can be obtained from the Auditor-Controller/Treasurer/Tax Collector's Office through  
2 submission of the appropriate form. Advancements shall not exceed the per diem  
3 allowances set forth herein. The minimum amount to be advanced is \$50.00.

4 (9) County Credit Cards. The appointing authority may issue a County  
5 credit card to an employee and require business expenses be paid for with said card. If  
6 unauthorized charges are placed on the card, the employee shall be required to  
7 reimburse the County.

8 (k) Medical Insurance and Retirement System Contributions.

9 (1) Medical Insurance Contributions.

10 (A) Section 125 Premium Conversion Plan.

11 (I) Eligible employees shall be provided with a Section  
12 125 premium conversion plan. The purpose of the plan is to provide employees a  
13 choice between paying premiums with either pre-tax salary reductions or after-tax  
14 payroll deductions for medical insurance, dental insurance, vision insurance, voluntary  
15 life (to the Internal Revenue Service (IRS) specified limit) and accidental death and  
16 dismemberment insurance premiums currently maintained for Exempt Group  
17 employees or any other programs(s). The amount of the pre-tax salary reduction or  
18 after-tax payroll deduction must be equal to the required insurance premium.

19 (II) Medical and dental coverage elections shall not  
20 reduce earnable compensation for purposes of calculating benefits or contributions for  
21 the SBCERA.

22 (III) To be eligible for the Section 125 premium conversion  
23 plan, an employee must be eligible to participate in medical, dental, vision, AD&D,  
24 and/or life insurance and have a premium deduction for these benefit plans.

25 (IV) Election of pre-tax salary reductions and after-tax  
26 payroll deductions shall be made within 60 days of the initial eligibility period in a  
27 manner and on such forms designated by Human Resources. Failure to timely submit  
28 appropriate paperwork will result in after-tax payroll deductions for all eligible premiums



for the remainder of the plan year.

(V) Once a salary reduction has begun, in no event will changes in elections be permitted during the plan year except to the extent permitted under IRS rulings and regulations, and consistent with the County's Section 125 plan document. The employee must submit request for a change due to a mid-year qualifying event within 60 days of the qualifying event.

(B) Medical and Dental Subsidies.

(I) The County has established a medical premium subsidy (MPS) to offset the cost of medical and dental plan premiums charged to eligible employees. The MPS shall be applied first to medical plan premiums and then to dental plan premiums. The applicable MPS amount shall be paid directly to the providers of the County-sponsored medical and dental plans in which the eligible employee has enrolled. In no case, shall the MPS exceed the total cost of the medical and dental insurance premium for the coverage selected.

Effective 7/20/19 the following MPS amounts apply:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$121.67	\$243.33
Employee + 1	\$189.52	\$379.03
Employee + 2	\$264.97	\$529.94

Effective 7/18/20 the following MPS amounts apply\*:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$126.67	\$253.33
Employee + 1	\$199.52	\$399.03
Employee + 2	\$279.97	\$559.94

\*The initial granting of this MPS increase is subject to the discretion of the Chief Executive Officer based on the availability of financial resources.

Effective 7/31/21 the following MPS amounts apply:

Coverage Type	Scheduled for 40 to 60	Scheduled for 61 to 80
---------------	------------------------	------------------------

	Hours	Hours
Employee Only	\$130.47	\$260.93
Employee + 1	\$205.50	\$411.00
Employee + 2	\$288.37	\$576.74

Effective 7/30/22 the following MPS amounts apply:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$134.38	\$268.76
Employee + 1	\$211.67	\$423.33
Employee + 2	\$297.02	\$594.04

(II) The County has established a dental premium subsidy (DPS) for all employees who are enrolled in both County-sponsored medical and dental coverage whose premium costs for medical and dental exceeds the MPS. The amount of the DPS shall be up to \$9.46, but not to exceed the combined total of the employee's out-of-pocket premium expenses. For example, an employee who selects "employee only" coverage for medical and dental with a combined per pay period premium cost of \$250.79 and receives a per pay period MPS of \$243.33 will receive a DPS in the amount of \$7.46 per pay period.

(III) Eligibility for MPS and DPS While on Leave.

(i) FMLA/CFRA. Employees who are on approved leave, pursuant to FMLA/CFRA law and whose paid hours in a pay period are less than the required number of hours designated in Subsection 13.0613-(f)(1) above will continue to be enrolled in a County-sponsored medical plan and receive MPS and DPS in accordance with applicable law.

(ii) Pregnancy Disability Leave (PDL). An employee on an approved pregnancy disability leave is eligible for continuation of MPS and DPS in accordance with PDL, Government Code section 12945.

(iii) Workers' Compensation. Employees who are on an approved leave based on an approved workers' compensation claim shall continue to receive the MPS and DPS for up to a total of 20 pay periods while off work

1 due to that work injury as long as the employee pays his or her portion of the premiums  
2 on time. If any subsequent workers' compensation claims occur during the initial 20 pay  
3 periods, the remaining MPS eligibility from the original claim shall run concurrent with  
4 any additional approved workers' compensation claims that occur during the initial  
5 claim. For example, if the employee is receiving the MPS and DPS for 20 pay periods  
6 for an injury and after ten pay periods another workers' compensation claim is approved  
7 and the employee is eligible to receive the MPS and DPS for an additional 20 pay  
8 periods, ten pay periods will run concurrent with the initial claim, for a total of 30 pay  
9 periods. Employees who are still on workers' compensation after the expiration of the  
10 initial 20 pay periods shall continue to receive MPS and DPS provided the employee is  
11 fully integrating appropriate paid leave time.

12 (iv) Short Term Disability. Employees who are fully  
13 integrating paid leave time with short-term disability (STD) insurance provided by the  
14 County or State Disability Insurance (SDI) shall continue to receive the MPS and DPS.

15 (v) Per Episode of Illness or Injury. Employees  
16 who are on an approved medical leave of absence and whose paid hours in a pay  
17 period are less than the required number of hours will continue to receive the benefits of  
18 this Subdivision for up to six pay periods per episode of illness or injury.

19 (2) Retirement System Contributions.

20 (A) County Contributions.           

21 ~~(H)~~—The County shall pay all required employer contributions to  
22 the San Bernardino County Employee's Retirement Association (SBCERA).

23 (B) Employee Contributions. All employee Retirement System  
24 contribution obligations shall be "picked up" for tax purposes only pursuant to this  
25 section. The Auditor-Controller/Treasurer/Tax Collector has implemented the pickup of  
26 such retirement system contributions under Internal Revenue Code subsection  
27 414(h)(2).

28 The County shall make member contributions under this

subdivision on behalf of the employee which shall be in lieu of the employee's contributions and such contributions shall be treated as employer contributions for purposes of reporting and wage withholding under the Internal Revenue Code and the Revenue and Taxation Code. The amounts picked up under this subdivision shall be recouped through offsets against the salary of each employee for whom the County picks up member contributions. These offsets are akin to a reduction in salary and shall be made solely for purposes of income tax reporting and withholding. The member contributions picked up by the County under this subdivision shall be treated as compensation paid to County employees for all other purposes. County-paid employer contributions to SBCERA under this subdivision shall be paid from the same source of funds used in paying the salaries of the affected employees. No employee shall have the option to receive the retirement system contribution amounts directly instead of having them paid to SBCERA.

Until retirement or separation, all contributions picked up under this subdivision will be considered for tax purposes as employer-paid contributions.

(C) Special Provisions.

(I) Except as provided below, employees who have 30 years of service credit shall not be paid in cash seven percent of earnable compensation. Employees with at least 25 years of service as set forth in Government Code section 31625.3 as of June 18, 2011, and who either already have or thereafter attain 30 years of service credit as set forth in Government Code section 31625.3 shall have one opportunity during the employee's employment to receive cash payments of seven percent of earnable compensation for up to 26 consecutive pay periods.

(II) Employees who are over the age of 60 at the time of hire, and who are in a regular position, and who choose not to be a member of SBCERA, shall be enrolled in the County's 401(k) Salary Savings Plan. The County shall contribute the applicable percent of the employee's biweekly salary as defined in Subsection 13.0613(p) to the Plan, and the employee shall contribute a minimum of

three percent of biweekly salary to the plan, not to exceed the annual limits of the Plan as defined in the Internal Revenue Code.

(D) Survivor Benefits. Survivor Benefits are payable to employed general retirement members with at least 18 months continuous retirement membership pursuant to Government Code section 31855.12. An equal, non-refundable employer and employee biweekly contribution will be paid to SBCERA as provided in the annual actuarial study.

(E) Special Provisions for Exempt Safety Employees. The following Subdivision shall apply to all members of the Exempt Group who are safety members of SBCERA as defined in Government Code section 31469.3, on October 1, 2003.

For Tier 1 safety members of SBCERA, the County adopted a resolution making Government Code section 31664.1 applicable to safety members, effective October 1, 2003. The County also adopted a resolution pursuant to Government Code section 31678.2, applying the formula set forth in Government Code section 31664.1 applicable to all prior safety service credit for every eligible employee under this Subdivision.

For Tier 2 safety members, the applicable retirement formula is as provided by applicable law.

(3) Flexible Spending Account (FSA) for Medical Related Expenses.

(A) General. The County has established a Medical Expense Reimbursement Plan, also known as a Flexible Spending Account (FSA). This plan has been established in accordance with the provisions of Internal Revenue Code section 125. Human Resources will serve as the FSA Plan administrator and will administer the FSA in accordance with the County's plan document. The FSA's plan year will coincide with the County's benefit plan year.

(B) Eligible employees may contribute to the FSA, on a pre-tax basis, an amount up to the Internal Revenue Code's annual maximum. This annual

1 contribution is made by the employee via equal biweekly payroll deductions. The  
2 County will also contribute up to \$40.00 per biweekly pay period, matching Exempt  
3 employee contributions dollar for dollar. Effective February 1, 2020, the County will  
4 contribute up to an additional \$10.00 per biweekly pay period, matching Exempt  
5 employee contribution dollar for dollar, for employees who select the County-sponsored  
6 Blue Shield Access + HMO Plan or the Kaiser Choice HMO Plan and elect to enroll in  
7 the FSA. FSA participants must elect to enroll each year in order to continue  
8 participation. Upon enrolling in the FSA, employees may not change their designated  
9 biweekly contribution amount or discontinue making contributions for the remainder of  
10 the plan year except as permitted by the Internal Revenue Code. Any unused amounts  
11 remaining in an employee's FSA account at the end of the Plan year shall be forfeited  
12 except as permitted by the Internal Revenue Code and the County's plan document.  
13 Contributions made to the FSA may be used for receiving non-taxable reimbursements  
14 of eligible medical expenses not covered by insurance. Eligible reimbursable expenses  
15 are those medical expenses that qualify as determined under Internal Revenue Code  
16 section 213.

17 (4) Retirement Medical Trust Fund. A Retirement Medical Trust Fund  
18 (RMT) has been established. Exempt Group employees with five or more years of  
19 participation in SBCERA are eligible to participate. The trust is a Voluntary Employee  
20 Benefit Association (VEBA) and will comply with all the provisions of Internal Revenue  
21 Code section 501(c)(9).

22 The Retirement Medical Trust Fund will be administered by Human  
23 Resources as the plan administrator in accordance with the plan document and  
24 applicable law.

25 (A) Sick Leave Conversion Eligibility. Exempt Group employees  
26 with five or more years of participation in SBCERA are eligible to participate in the Trust.  
27 The purchase of additional retirement credit or other retirement service credit and/or  
28 participation in other public sector retirement systems may be counted towards the five

1 year service requirement provided that the employee has not withdrawn their  
2 contributions from the system(s) and the employee is also a member of SBCERA.

3 Employees who wish to receive credit for participation in other  
4 public retirement systems must provide the Plan Administrator written evidence of  
5 participation and that contributions made to the system(s) have not been withdrawn.

6 (B) Sick Leave Conversion Formula. At separation from County  
7 service for reasons other than death, all eligible employees will be required to contribute  
8 the cash value of their unused sick leave balances to the Trust at the rate of 80 percent  
9 of the cash value of unused sick leave hours, up to a maximum of 1,500 hours.

10 (C) County Contribution. The County will contribute to the RMT  
11 as follows:

Years of Service	Percentage of Base Salary*
Exempt – 5-9 years	2.00%
Exempt – 10-15 years	2.75%
Exempt – 16 or more years	3.75%
*For purposes of the RMT contribution, base salary is as defined in the RMT plan document.	

17 (I) Tuition Reimbursement and Membership Dues. The County shall  
18 establish an individual, departmental fund in the amount of \$1,000.00 for each fiscal  
19 year for each regular employee in the Exempt Group to reimburse employees for tuition  
20 costs incurred for job-related education or career development or to reimburse  
21 membership dues in professional organization(s), provided each expenditure enhances  
22 furtherance of County or continuing educational goals.

23 Requests for reimbursement must be approved in advance by the appointing  
24 authority and shall not be paid in increments less than \$10.00 per fiscal year. The  
25 individual department fund is in addition to department budgeted and mandated training  
26 and memberships. The County shall also pay, in addition to the individual department  
27 fund, the membership dues to the State Bar of California for all licensed attorneys in the  
28 Exempt Group whose job duties require admission in the State Bar.

Employees who successfully complete job-related education or courses may submit a request to be reimbursed beyond the limit of \$1,000.00 to their department head or appointing authority for review. The department head or appointing authority must then request and receive approval from the County Administrative Office to reimburse beyond the limit of \$1,000.00 per fiscal year per employee. In order to be eligible for tuition reimbursement under this provision, the employee must take such course work outside regular work hours, and shall do no productive work for the County while attending the courses.

If the reimbursement is approved and paid to the employee, and the employee leaves the County prior to completing two years of County service after completing the job-related education or coursework, the employee will reimburse the County according to the following schedule:

Job-related education/course completion date	Reimbursement
Within 9 months	100%
After 9 months, through 18 months	50%
After 18 months, through 24 months	25%
After 24 months	0%

Benefits under the Tuition Reimbursement and Membership Dues Subdivision shall be pro-rated for job share and part-time employees.

(m) Conditions of Employment. Unless in the classified service, employees in this group serve at the pleasure of their appointing authority.

Should a classified employee's position be abolished, the County will make reasonable efforts to place the employee in a comparable County position based upon the employee's skills, knowledge and abilities, as well as consideration for the employee's length of service with the County. If reasonable efforts to place an exempt classified employee in a comparable County position are unsuccessful, the employee shall be subject to lay-off by written notification by the appointing authority or the Chief Executive Officer, which notification shall be given at least ten working days prior to the effective date of the layoff. An Exempt Group classified employee does not have any



1 bumping rights to other County positions.

2 (n) Automobiles.

3 (1) All County employees in Benefit Groups A and B, Assistant Sheriffs  
4 and Sheriff's Deputy Chiefs, and the District Attorney Chief Investigator in a paid status  
5 are eligible for a Category I County vehicle under this subdivision with the approval of  
6 the Chief Executive Officer.

7 Such employees may use such vehicles for occasional personal use  
8 provided they reimburse the County at the current motor pool variable rate per mile for  
9 such use. All automobile users shall be taxed for such personal use in accordance with  
10 state and federal tax law and regulation.

11 (2) All County employees in Benefit Groups A and B, Assistant Sheriffs  
12 and Sheriff's Deputy Chiefs, and the District Attorney Chief Investigator in a paid status  
13 shall receive a biweekly automobile allowance in the amount of \$561.54 with no mileage  
14 reimbursement, provided they are not assigned a County vehicle pursuant to  
15 Subsection 13.0613(n)(1) above and they provide a private vehicle for their own use on  
16 County business. An employee who becomes eligible or ineligible for this benefit in the  
17 middle of a pay period will receive a prorated sum of automobile allowance. Employees  
18 selecting this allowance shall be required to have a vehicle available at all times for use  
19 on County business. This allowance shall be considered complete reimbursement for  
20 the acquisition, insurance, maintenance, repair, upkeep, fuel, and all other costs for the  
21 required vehicle.

22 (3) Effective June 20, 2020, the automobile allowance shall be reduced  
23 from \$561.54 to \$461.54 per biweekly pay period. The reduced amount (\$100 per  
24 biweekly pay period) shall be included in base salary of employees eligible for this  
25 automobile allowance, as reflected in the salary schedules and tables as set forth in  
26 Section 13.0613(c)(3), and as on file with Clerk of the Board of Supervisors.

27 (o) Administrative Leave. Effective pay period 1 of each year, an employee in  
28 a regular position who is in paid status will be provided with 80 hours of administrative

1 leave time for the employee's use. An eligible employee in a regular position who is  
2 part-time or job-sharing shall be eligible for a prorated number of administrative leave  
3 hours based on regularly scheduled hours. Employees newly entering the Exempt  
4 Group after the beginning of pay period 1 shall receive a prorated number of hours.  
5 Such proration shall be based upon the remaining number of pay periods in the  
6 calendar year nearest the employee's appointment. Employees not in paid status in  
7 pay period 1 shall receive, upon return to paid status, a prorated number of  
8 Administrative Leave hours based on the number of pay periods remaining in the  
9 calendar year.

10 Administrative leave may be cashed out at the employee's then current base rate  
11 of pay in increments of one hour, upon the approval of the appointing authority, during  
12 the calendar year. Any Administrative Leave accrual balances in effect at the end of the  
13 last pay period paid in the calendar year will automatically be paid at the employee's  
14 then current base rate of pay. Employees may designate that cash outs of  
15 Administrative Leave be contributed to the County's 401(k) Plan or 457(b) Deferred  
16 Compensation Plan. Upon termination of employment, unused Administrative Leave  
17 will be paid at the current rate of pay.

18 All elected officials, i.e., the County-wide elected officials and members of the  
19 Board of Supervisors, are not eligible to receive administrative leave.

20 (p) Contributions to Salary Savings Plan.

21 (1) Biweekly contributions of Exempt Group employees to the County's  
22 401(k) Defined Contribution Plan will be matched by a County contribution on the basis  
23 of two times the employee's contribution. The biweekly contributions of Exempt Group  
24 employees in Benefit Groups A, B, and C of up to four percent of biweekly base salary  
25 will be matched by a County contribution of two times the employee's contribution, not  
26 to exceed eight percent of an employee's biweekly base salary. The biweekly  
27 contributions of Exempt Group employees in Benefit Group D to the County's 401(k)  
28 Defined Contribution Plan of up to three percent of biweekly base salary will be matched

1 by a County contribution of two times the employee's contribution. The County  
2 contribution shall not exceed six percent of an employee's biweekly base salary.

3 (2) Biweekly contributions of Exempt Group employees in Benefit  
4 Groups A and B to the County's 457(b) Deferred Compensation Plan up to one percent  
5 of biweekly base salary will be matched by a County contribution on the basis of one  
6 times the employee's contribution. The County contribution shall not exceed one  
7 percent of the employee's biweekly base salary. The County contribution shall be  
8 deposited in the County's 401(a) Defined Contribution Plan.

9 (3) Biweekly contributions of Exempt Group employees in Benefit  
10 Groups C and D to the County's 457(b) Deferred Compensation Plan up to one percent  
11 of biweekly base salary will be matched by a County contribution of one-half times the  
12 employee's contribution. The County contribution shall not exceed one-half percent of  
13 the employee's biweekly base salary. The County contribution shall be deposited in the  
14 County's 401(a) Defined Contribution Plan.

15 (q) Employment Interview Expenses and Moving Reimbursement.

16 (1) Interview Expense Reimbursement. For employees in Benefit  
17 Group C and above, the appointing authority may approve reimbursement of interview  
18 expenses incurred by external candidates upon proof/receipts provided. Such  
19 reimbursement is restricted to airfare, auto mileage, meals, overnight stay, and airport  
20 transit. Employees must submit a request for reimbursement for employment interview  
21 expenses within 90 days of hire date to be eligible for the reimbursement. Requests  
22 submitted for reimbursement after 90 days from hire date will be denied, unless waived  
23 by the appointing authority.

24 (2) Moving Expense Reimbursement.

25 (A) The Chief Executive Officer may approve moving expenses  
26 up to but not exceeding \$10,000.00 for any employee new to County employment for  
27 whom the Chief Executive Officer or the Board of Supervisors is the appointing authority  
28 or any department head. The Chairperson of the Board of Supervisors may approve

such moving expenses for the Chief Executive Officer. Reimbursement of moving expenses in excess of \$10,000.00 must be approved by the Board of Supervisors.

(B) The appointing authority may approve moving expenses up to but not exceeding \$5,000.00 for employees new to County employment in Benefit Group B or Benefit Group C, not covered by Subsection 13.0613(q)(2)(A), for moving expenses authorized, incurred and documented as a result of accepting the position.

(C) For employees in Benefit Group D the following provision applies. To assist with the recruitment and appointment of qualified individuals to hard-to-recruit positions/classifications, upon request of the appointing authority, the Director of Human Resources may authorize reimbursement of a new employee's relocation-related expenses incurred as a result of accepting employment with the County, as follows:

Miles Relocated	Maximum Reimbursement
500—1,000 miles	\$1,000.00
1,001—2,000 miles	\$2,000.00
More than 2,000 miles	\$2,500.00

(D) Reimbursement may be provided to employees covered in Subsections 13.0613(q)(2)(B) and 13.0613(q)(2)(C) upon initial employment with the County, provided that the employee: (1) is appointed to a regular position; (2) submits original receipts documenting expenses incurred; and (3) agrees to remain employed in the regular position for at least 12 months. Such employees must submit a request for reimbursement for moving expenses within 90 days of hire date to be eligible for the reimbursement. Requests submitted for reimbursement after 90 days from hire date will be denied, unless waived by the appointing authority.

If the employee voluntarily resigns employment prior to completion of 12 months' service, the employee shall be required to reimburse the County for any payment made under this subdivision.

(r) Peace Officer Standards and Training Pay.

(1) General. Peace Officer Standards and Training (POST) certificates

are awarded to peace officers who achieve increasingly high levels of education, training, and experience in his or her pursuit of professional excellence. POST base rate of pay adjustments will be uniformly maintained for all County employees.

(2) Qualification. An Exempt Group law enforcement employee, other than the elected Sheriff, in the Sheriff's Department or District Attorney's Office who obtains an Advanced Certificate shall have his or her base rate of pay increased in accordance with the table and procedures set forth below. An Exempt Group law enforcement employee, other than the elected Sheriff, in the Sheriff's Department or District Attorney's Office who obtains a Supervisory Certificate, or a higher POST certificate, or a master's degree earned through attendance at an accredited university or college, shall have his or her base rate of pay increased in accordance with the table and procedures set forth below. If an employee obtains a Supervisory Certificate and has his or her base rate of pay increased as set forth below, and thereafter obtains a higher POST certificate or a master's degree, the employee will receive no further increase in his or her base rate of pay.

(3) Rates.

(A) The rates for POST pay are as follows:

Classification	POST Pay - Flat Amount	
	Advanced POST (hourly)	Supervisory POST (hourly)
Deputy Director, Sheriff's Coroner	\$2.74	\$4.16
District Attorney Assistant Chief Investigator and Sheriff's Captain	\$3.16	\$4.79
Sheriff's Deputy Chief	\$3.74	\$5.66
District Attorney Chief Investigator	\$3.39	\$5.14
Assistant Sheriff	\$4.12	\$6.23
Undersheriff	\$4.53	\$6.85

(B) Effective January 21, 2017, the County added the flat dollar amounts in the table above to the then existing base rate of pay to establish a higher base rate of pay for the employees described in this section who obtained an Advanced Certificate and/or a Supervisory Certificate, or a higher POST certificate, or a master's

1 degree. Once the new higher base rate of pay was established, the County established  
2 a new POST Pay of two percent. Effective January 16, 2021, the County shall establish  
3 a new POST Pay of three percent. The initial granting of this POST increase to three  
4 percent is subject to the discretion of the Chief Executive Officer based on the  
5 availability of financial resources. Effective January 29, 2022, the County shall establish  
6 a new POST Pay of four percent. Effective January 28, 2023, the County shall establish  
7 a new POST Pay of five percent.

8 (C) Effective July 18, 2020, the County shall establish a new  
9 POST base pay for employees who obtain a Management POST Certificate. This  
10 POST base pay shall be approximately \$1.79 per hour above POST base pay effective  
11 July 18, 2020, for a Supervisory Certificate or a master's degree. The initial  
12 establishment of this new POST base pay for a Management POST certificate is subject  
13 to the discretion of the Chief Executive Officer based on the availability of financial  
14 resources.

15 ~~(I) — Advanced POST Pay Example. An Assistant Sheriff who obtains~~  
16 ~~an Advanced certificate would receive the following enhanced base rate of pay: (base~~  
17 ~~rate of pay as of January 21, 2017 + \$4.12 + any future across-the-board salary~~  
18 ~~adjustments) x 1.02. In this example, future across the board salary adjustments shall~~  
19 ~~be applied to the base rate of pay as of January 21, 2017 + \$4.12, and the two percent~~  
20 ~~POST Pay would be applied to this new adjusted base rate of pay.~~

21 ~~(II) — Supervisory POST Pay Example. An Assistant Sheriff who obtains~~  
22 ~~one or more of the following — a Supervisory POST certificate, or higher POST~~  
23 ~~certificate, or a master's degree from an accredited institution — would receive the~~  
24 ~~following enhanced base rate of pay: (base rate of pay as of January 21, 2017 + \$6.23~~  
25 ~~+ any future across-the-board salary adjustments) x 1.02. In this example, future across~~  
26 ~~the board salary adjustments shall be applied to the base rate of pay as of January 21,~~  
27 ~~2017 + \$6.23, and the two percent POST Pay would be applied to this new adjusted~~  
28 ~~base rate of pay.~~

1                   (4) Procedure. The employee shall submit a written request for POST  
2 pay to the department with an attached copy of the appropriate POST certificate or  
3 official transcript from the accredit university or college. This POST pay shall start the  
4 first full pay period following receipt by the County of a valid POST certificate or official  
5 transcript. The County shall submit to POST in an expeditious manner applications by  
6 affected employees for the certificates described above.

7                   (s) Dependent Care Assistance Plan. The purpose of this Section 125  
8 Dependent Care Assistance Plan (DCAP) is to permit eligible employees to make an  
9 election to pay for certain dependent care expenses with salary reduction from  
10 compensation contributed to the plan before federal income or social security taxes are  
11 paid to the IRS ("Salary Reduction") in accordance with Internal Revenue Code sections  
12 125 and 129 and regulations issued pursuant thereto. The DCAP shall be construed to  
13 comply with said code sections and to meet the requirements of any other applicable  
14 provisions of law. The DCAP will be administered by Human Resources in accordance  
15 with the DCAP plan document and applicable law.

16                   (1) To be eligible for this benefit, an employee must be in a regular  
17 position.

18                   (2) Enrollment in the plan is required every plan year and is limited to  
19 the annual open enrollment period or no later than 60 days following the date of  
20 becoming eligible due to a mid-year change in status event. Failure to submit a  
21 participation agreement within the time frame shall result in an election to not participate  
22 in the plan.

23                   (3) An employee must elect to contribute to the DCAP through salary  
24 reduction on forms approved by Human Resources. An employee election to  
25 participate shall be irrevocable for the remainder of the plan year. Once a salary  
26 reduction has begun, in no event will changes in elections be permitted during the plan  
27 year except to the extent permitted under IRS rulings and regulations and with the plan  
28 document.

1           (4) Pursuant to Internal Revenue Code section 125, any amounts  
2 remaining in the employee's account at the end of a plan year must be forfeited except  
3 as permitted by the Internal Revenue Code and the plan document.

4           (t) Vacant Higher Position. Employees directed to continuously perform  
5 duties in a vacant higher level regular position for which funds have been appropriated,  
6 shall be entitled to a salary rate increase to the higher level for the time actually worked  
7 in excess of 160 hours, unless specifically waived by the employee; provided, however:

8           (1) The appointing authority certifies to the Director of Human  
9 Resources, in writing at the time of appointment, that the employee meets minimum  
10 qualifications and is assigned and held responsible to fully perform all of the duties  
11 normally associated with the higher level position without limitation as to difficulty or  
12 complexity of assignments or consequence of action and that the employee shall be  
13 required to meet standards for satisfactory performance normally required at the higher  
14 level position; and

15           (2) A written request for salary rate increase to the higher level is  
16 directed to the Director of Human Resources for approval; such increase to the higher  
17 level shall be determined as if the assignment had been a promotion.

18           It shall be the responsibility of the appointing authority to initiate such  
19 requests and to provide a copy of such request to the employee. Written requests may  
20 also be made by the employee through the appointing authority in the same manner.  
21 Requests for a salary rate increase should be initiated during the first 30 calendar days  
22 of such assignment. Requests for retroactive payment of a salary increase must be  
23 filed as soon as possible, but not later than one calendar year after assignment of the  
24 higher level duties and must be approved by the Director of Human Resources. Failure  
25 to meet this time limitation shall waive any and all rights to retroactive pay.

26           The duration of such assignments to vacant higher positions are not  
27 intended to exceed one calendar year except in unusual circumstances approved by  
28 both the appointing authority and the Director of Human Resources or designee. Such



1 assignments in all circumstances are temporary assignments and at the conclusion of  
2 such assignments the respective employee shall be returned to his or her previous  
3 classification. Appointments to regular positions of trainees or underfills are exempt  
4 from the provisions of this section. Further, this section does not apply to a situation in  
5 which there is no vacant higher-level position for which funds have been appropriated.  
6 Addition of duties of a higher-level classification to any employee's regular position shall  
7 be governed by the Special Assignment Compensation section or the Personnel Rules  
8 on Classification, as appropriate. For purposes of this section, a vacant position is  
9 defined as an authorized regular position for which funds have been appropriated and  
10 which may be: (1) An unoccupied position due to attrition and for which the appointment  
11 process has been initiated; (2) A position from which the incumbent is on extended  
12 leave of absence; or (3) A new position authorized by the Board of Supervisors for  
13 which the appointment process has been initiated.

14 (u) Personnel Rules. Notwithstanding any other provision in the County Code  
15 or the Personnel Rules, those serving in classified service positions have appeal rights  
16 under the Personnel Rules, except as otherwise provided herein. Any such appeals  
17 shall be heard by a hearing officer selected from the Civil Service Commission Hearing  
18 Officer list and appointed by the Civil Service Commission or, upon mutual agreement  
19 of the appellant and the County, shall be heard by the Civil Service Commission. If the  
20 appeal is heard by a hearing officer, the Civil Service Commission shall either accept or  
21 reject the hearing officer's findings and recommendations within 30 days of receipt by  
22 the Commission.

23 The only grounds for rejection of the hearing officer's decision must be for one of  
24 the following and the rejection must include specific detail in writing:

- 25 (1) The recommendation was procured by corruption, fraud, or other  
26 undue means;
- 27 (2) There was corruption on the part of the hearing officer;
- 28 (3) The rights of a party were substantially prejudiced by the

misconduct of the neutral hearing officer;

(4) The hearing officer exceeded his or her powers;

(5) The rights of a party were substantially prejudiced by the refusal of the hearing officer to postpone the hearing upon sufficient cause being shown therefore, or by the refusal of the hearing officer to properly include or exclude evidence material to the controversy.

Should such be the case, the Commission must state in writing specific reason(s) for the decision (1, 2, 3, 4, or 5) and subsequently conduct and complete a full and fair evidentiary hearing on the appeal within 30 days of rejecting the hearing officer's findings and recommendations unless the hearing cannot for good cause be completed within 30 days.

Those serving in unclassified positions do not have civil service appeal rights as they serve at the pleasure of the appointing authority. Positions in the Exempt Group shall not have rights to the classification appeal procedures under the Personnel Rules.

(v) Reemployment.

(1) A regular employee who has separated County employment, and who is subsequently rehired in the same classification in a regular position within one year (i.e., beginning the first day of work by the 365th calendar day), may receive restoration of salary step, vacation accrual rate, and sick leave balance, unless the employee has received payment for unused sick leave in accordance with the Retirement Medical Trust Subdivision, subject to the approval and conditions established by the appointing authority and the Director of Human Resources. Such employees begin accruing vacation and sick leave and may utilize the same immediately. Restoration of retirement contribution rate shall be in accordance with applicable State law and in compliance with any requirements established by SBCERA. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources. The employee shall be provided a new date of hire

1 for purposes of County seniority.

2 (2) A regular employee who has separated County employment and  
3 who is subsequently rehired to a regular position in the same job family within one year,  
4 (i.e., beginning the first day of work by the 365th calendar day), may receive restoration  
5 of vacation accrual rate, sick leave, and retirement contribution rate in the same manner  
6 as described above. Such employees begin immediately accruing vacation and sick  
7 leave and may utilize the same immediately. The employee shall be required to serve a  
8 new probationary period, unless waived by the Director of Human Resources. The  
9 employee shall be provided a new date of hire for purposes of County seniority.

10 (3) A regular employee who has separated County employment, and  
11 who is subsequently rehired to a regular position in another job family within a 90  
12 calendar day period, must begin the first day of work within 90 calendar days and  
13 beginning the first day of work by the ninety-first day, may receive restoration of salary  
14 step (in the instance of rehire in a classification at the same pay range as the position  
15 originally held), vacation accrual rate, sick leave and retirement contribution rate in the  
16 same manner as described above. The employee shall be required to serve a new  
17 probationary period, unless waived by the Director of Human Resources. The  
18 employee shall be provided a new date of hire for purposes of County seniority.

19 (4) Reemployment from Layoff. A regular employee who has been laid  
20 off from County employment and is subsequently rehired to a regular position shall be  
21 reemployed in the same manner as described in the reemployment subdivision.  
22 Restoration of retirement contribution rate shall be in accordance with applicable state  
23 law and in compliance with any requirements established by SBCERA.

24 (5) For purposes of this subdivision, a regular employee shall mean an  
25 employee in a regular position who held regular status in any classification during the  
26 previous period of County employment.

27 (w) Recruitment and Referral Bonus Programs.

28 (1) General. The County shall make available to appointing authorities'

1 recruitment and referral incentive (bonus) programs to assist in the recruitment and  
2 appointment of qualified individuals into hard-to-recruit regular positions in the Exempt  
3 Group, in accordance with the guidelines established herein.

4 (2) Program Applicability. Appointing authorities may request  
5 authorization to apply the recruitment and/or referral incentive program(s) to assist in  
6 filling regular positions in their departments. To apply, said position/classification must  
7 have had historical/demonstrable recruitment difficulty. The Director of Human  
8 Resources shall have the sole authority to determine the applicability and duration of  
9 these program(s) to each requested position/classification and shall certify applicability  
10 of the program(s) for each position, by assignment, department, and beginning and  
11 ending dates. Such determinations shall not be subject to any review or appeal.

12 (3) Recruitment Bonus. An employee hired into a regular  
13 position/classification certified for participation in this program shall be eligible to receive  
14 recruitment bonuses in accordance with the following:

15 (A) Bonus Amount and Method of Payment.

16 (I) The eligible employee hired into a position/  
17 classification that is a department head or for whom the Chief Executive Officer or  
18 Board of Supervisors is the appointing authority shall receive \$2,500.00 upon hire and  
19 an additional \$2,500.00 upon completion of 2,080 service hours in the  
20 position/classification for which the original bonus was granted.

21 (II) The eligible employee hired into a position/  
22 classification in Benefit Group B or Benefit Group C, not covered by Subsection  
23 13.0613(w)(3)(A)(I), shall receive \$1,500.00 upon hire and an additional \$1,500.00 upon  
24 completion of 2,080 service hours in the position/classification for which the original  
25 bonus was granted.

26 (III) The eligible employee hired into a position/  
27 classification in Benefit Group D shall receive no less than \$500.00 and no more than  
28 \$1,000.00 upon hire and an additional \$1,000 upon completion of 2,080 service hours in

the position/classification for which the original bonus was granted.

(IV) Each bonus payment shall be considered taxable income and subject to withholding.

(B) Limitations and Exclusions.

(I) No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior to the beginning date certified by the Director of Human Resources for that classification to be eligible for participation in the referral bonus program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by the Director of Human Resources for that classification to be eligible for participation in the referral bonus program.

(II) The bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation.

(III) The appointing authority shall have sole responsibility and authority to determine eligibility for the second installment of the recruitment bonus. Such determination shall not be subject to review or appeal.

(4) Referral Bonus. Any employee in a regular position who refers a qualified candidate for a position/classification certified for participation in this program who is subsequently hired into the regular position may receive a referral bonus in accordance with the following:

(A) Method of Referral. To be eligible for the recruitment bonus, the County application for employment must contain the name of the referring employee on the application.

(B) Bonus Amount and Method of Payment. The referring employee shall receive a bonus of \$250.00 for each referred candidate actually hired into an eligible regular position. An additional \$500.00 shall be paid upon that new employee's completion of 2,080 service hours. Said bonus shall be considered taxable income and subject to withholding.

1 (C) Limitations and Exclusions.

2 (I) No bonus will be paid for any candidate whose name  
3 was placed on the eligible list for positions in the classification prior to the beginning  
4 date certified by the Director of Human Resources for that classification to be eligible for  
5 participation in the referral bonus program. Similarly, no bonus will be paid for any  
6 candidate whose name was placed on the eligible list for positions in the classification  
7 after the ending date certified by the Director of Human Resources for that classification  
8 to be eligible for participation in the referral bonus program.

9 (II) Individuals assigned to employee recruitment as a  
10 primary function of their position shall not be eligible to receive this bonus.

11 (III) In cases where more than one employee is named as  
12 a "referring party," the referral bonus shall be equally split between the referring  
13 employees.

14 (IV) In cases where the referred employee resigns,  
15 transfers out of the eligible position, or is terminated prior to completion of 2,080 service  
16 hours, the additional \$500.00 shall not be paid.

17 (V) The referral bonus payment shall not be considered in  
18 determining regular rate of pay for purposes of computing overtime compensation.

19 (VI) The appointing authority shall have sole responsibility  
20 and authority to determine eligibility for the second installment of the referral bonus.  
21 Such determination shall not be subject to review or appeal.

22 (x) County Counsel Legal Service Classification.

23 (1) Application. This section shall apply to all Deputy County Counsel  
24 classifications.

25 (2) Service. The term "service" means service which the appointing  
26 authority finds to be good or superior in work performance and conduct.

27 (3) Hiring. With the approval of the County Counsel, experienced  
28 attorneys may be hired in a classification and at a variable entrance rate commensurate

1 with demonstrated experience, ability, and the needs of the County. Attorneys without  
2 experience may be hired as a Deputy County Counsel I at the appropriate entrance step  
3 of the applicable salary range.

4 (4) Deputy County Counsel I. After a period of 1,040 hours of service  
5 in a Deputy County Counsel I classification, an attorney shall be advanced one step  
6 increment to the next step within the applicable salary range. After an additional 1,040  
7 hours of service, the Deputy County Counsel I shall be promoted to a Deputy County  
8 Counsel II classification. The Deputy County Counsel I shall be terminated if it is found  
9 that such promotion is not merited. An attorney hired as a Deputy County Counsel I at  
10 some step other than step 1 because of experience, ability, or needs of the County may,  
11 after 1,040 hours of service, be promoted to a Deputy County Counsel II classification  
12 upon the recommendation of the appointing authority.

13 (5) Deputy County Counsel II. After a period of 1,040 hours of service  
14 in the Deputy County Counsel II classification, an attorney shall be advanced one step  
15 increment. After an additional period of 1,040 hours of service, the Deputy County  
16 Counsel II shall be advanced one step increment. After an additional period of not less  
17 than 1,040 hours nor more than 2,080 hours of service, the Deputy County Counsel II  
18 shall be promoted to a Deputy County Counsel III classification, or the Deputy County  
19 Counsel II shall be terminated if it is found that such promotion is not merited.

20 (6) Deputy County Counsel III. After a period of 1,040 hours of service  
21 in the Deputy County Counsel III classification, an attorney shall be advanced one step  
22 increment. After an additional period of 1,040 hours of service, the Deputy County  
23 Counsel III shall be advanced one step increment. After an additional period of not less  
24 than 1,040 hours nor more than 2,080 hours of service, the Deputy Counsel III shall be  
25 promoted to a Deputy County Counsel IV classification or the Deputy County Counsel III  
26 shall be terminated if it is found that such promotion is not merited.

27 (7) Deputy County Counsel IV. After a period of 1,040 hours of service  
28 in the Deputy County Counsel IV classification, an attorney shall be advanced one step

1 increment. Step advancements shall be in one step increments after completion of  
2 each additional period of 1,040 hours of service until the top step for the classification is  
3 reached.

4 (8) Attorneys shall be on probation for the entire time of service below  
5 the Deputy County Counsel IV level. An attorney hired as a new employee in the  
6 Deputy County Counsel III or Deputy County Counsel IV classification shall serve a  
7 combined probationary and training period of 2,080 hours of service. Those promoted  
8 to Deputy County Counsel IV from Deputy County Counsel III shall immediately acquire  
9 regular status in the higher classification.

10 (9) Deputy County Counsel V. A Deputy County Counsel IV at the top  
11 step of the Deputy County Counsel IV level may be promoted to a Deputy County  
12 Counsel V. Eligibility for promotion to Deputy County Counsel V shall be pursuant to  
13 criteria approved by the appointing authority. Employees promoted to Deputy County  
14 Counsel V shall not obtain regular status as a Deputy County Counsel V as such  
15 employee shall serve in a probationary status for the duration of the appointment as a  
16 Deputy County Counsel V and may be removed from a Deputy County Counsel V  
17 classification by the appointing authority at any time without any right to review or  
18 appeal. Additionally, there shall be an annual review by the appointing authority of the  
19 performance of each Deputy County Counsel V, and it shall be discretionary with the  
20 appointing authority whether to continue each employee's Deputy County Counsel V  
21 status. An employee who is removed as a Deputy County Counsel V shall be returned  
22 to Deputy County Counsel IV status.

23 (10) Exceptional Service. An additional two range increase or an  
24 additional four range increase in salary may be paid to attorneys for outstanding ability  
25 or work for a period not to exceed 2,080 hours if such increase is: (1) jointly  
26 recommended by the appointing authority and the Chief Executive Officer, and (2)  
27 approved by the Board of Supervisors. Such additional compensation may be renewed  
28 each year and shall be designated Exceptional Service Compensation. Employees in



1 the classification of Deputy County Counsel V shall not be eligible for compensation  
2 under this subdivision.

3 (11) Removal from Operation of Section. Upon request of the  
4 appointing authority and the approval of the Civil Service Commission, an attorney may  
5 be removed from the operation of this section.

6 (y) Bilingual Compensation. Upon the approval of the Director of Human  
7 Resources or designee, employees in the Executive Assistant category of the Exempt  
8 Group required by the appointing authority or designee to perform bilingual translation  
9 involving the use of English and a second language (including American Sign  
10 Language) as a condition of employment, shall be eligible for bilingual compensation in  
11 the amount of \$45.00 per pay period. Such compensation shall apply regardless of the  
12 total time required per day for such translation. Such employees must be certified as  
13 competent in translation skills by Human Resources to be eligible for compensation.

14 (z) (Repealed by Ord. 4270, passed - -2015).

15 (aa) (Repealed by Ord. 4270, passed - -2015).

16 (bb) Portable Communication Device Allowance. All County employees in  
17 Benefit Groups A and B in a paid status, shall receive a biweekly portable  
18 communication device allowance in the amount of \$92.31. An employee who becomes  
19 eligible or ineligible for this benefit in the middle of the pay period will receive a prorated  
20 amount.

21 The employee shall purchase a portable communication device capable of  
22 sending and receiving cellular telephone calls, and capable of sending and receiving e-  
23 mails to and from the County e-mail system. The County shall pay for any license and  
24 set up expense for the device if any, and the employee shall pay for the equipment and  
25 monthly voice and data plans.

26 (cc) Probationary Period. Unless a longer probationary period is otherwise  
27 provided, all classified employees in the Exempt Group shall serve a probationary  
28 period of one year or 2,080 hours.

1 (dd) (Repealed by Ord. 4306, passed - -2016).

2 (ee) Perfect Attendance. Employees in regular, full-time positions in Benefit  
3 Groups C and D who do not utilize any sick leave, any leave (e.g., vacation) in lieu of  
4 sick leave, or benefits in lieu of sick leave (e.g., workers' compensation, short-term  
5 disability partial/full integration, etc.), in a payroll calendar year (i.e., pay period one  
6 through pay period 26 or 27, when applicable, of the same year), and who do not record  
7 any sick leave without pay or absent without pay, medical emergency leave, or military  
8 leave as provided by law during that year, shall accrue 16 hours of perfect attendance  
9 leave, for use in the next calendar year. Failure to utilize perfect attendance leave  
10 within the calendar year shall result in forfeiture of the same. Perfect attendance leave  
11 may not be cashed out.

12 (ff) Healthy Lifestyles Program. The healthy lifestyle program is available to  
13 employees in the Exempt Group. Under this program, Exempt Group employees are  
14 eligible for reimbursement for health club membership up to \$324.00 on an annual  
15 basis. Exempt Group employees are also eligible for an annual physical examination  
16 through the Arrowhead Regional Medical Center.

17 (gg) Voluntary Time Off. The Voluntary Time Off (VTO) Program is intended to  
18 provide Exempt Group employees a means of taking unpaid (i.e., non-compensated)  
19 time off work, without losing the following benefits: medical premium subsidy, dental  
20 premium subsidy, opt-out/waive amount, vision care, retirement medical trust employer  
21 contribution, and life insurance which depend on the employee being in a paid status.  
22 The following conditions apply:

23 (1) VTO may be taken in the same manner as vacation time except  
24 that VTO must be used in one-hour increments and is limited to 80 hours per calendar  
25 year.

26 (2) When VTO is taken, leave accruals continue as if the employee  
27 was on paid time. VTO time counts as time worked toward satisfying the minimum hour  
28 requirement to receive benefits, such as medical premium subsidy, dental premium

1 subsidy, opt-out/waive amount, County-paid life insurance, and County-paid vision care.

2 (3) VTO does not count as hours worked for purposes of computing  
3 overtime, if applicable. County contribution to the retirement system under the  
4 retirement system contributions subsection will only be paid if the employee is in a paid  
5 status in any pay period in which VTO is used and the employee receives enough  
6 earnings to pay his or her retirement contribution in that pay period.

7 Pursuant to applicable law, Tier 1 retirement system members are eligible  
8 for full service credit for the pay period in which VTO is used and the employer  
9 contribution would be based on the employees' normal compensation earnable.

10 Pursuant to applicable law, Tier 2 retirement system members are eligible  
11 for a reduced service credit amount for the pay period in which VTO was used and the  
12 employer contribution would be based on the employees' actual earnings for that pay  
13 period.

14 (4) VTO may not be used for situations that would otherwise require  
15 leave without pay, such as an employee on short-term disability, or in conjunction with  
16 leave without pay.

17 (5) VTO is an entirely voluntary program. No employee may be  
18 required to take VTO.

19 (6) VTO may be taken by request of the employee and upon approval  
20 of the appointing authority.

21 (hh) Retirement Incentive. Eligible employees in identified classifications that  
22 meet the requirements for a service retirement from the San Bernardino County  
23 Employees' Retirement Association (SBCERA) and who retired on or before June 30,  
24 2009, are eligible to receive a retirement incentive in the amount of \$250.00 for each  
25 completed quarter of a year of current continuous service in a regular position with the  
26 County, payable in five annual payments after retirement. Such annual payments shall  
27 be made in July of each year. The Chief Executive Officer may exclude from eligibility  
28 classifications or positions assigned to organizational units that must remain filled.

1 Unless waived by the Chief Executive Officer, vacant positions created by those  
2 employees receiving the retirement incentive shall not be filled for a period of five years.  
3 Alternatively, departments may fill vacated positions if other positions with an equivalent  
4 cost savings remain vacant for a period of five years.

5 Payments to an eligible employee under this program who returns to work for the  
6 County in any capacity after retiring shall be temporarily suspended until the employee  
7 again separates from employment with the County.

8 (ii) (Repealed by Ord. 4306, passed - -2016).

9 (jj) Longevity Pay. Exempt Group employees, except those persons who  
10 qualify for transitional pay under Subsection 13.0613-(nn), shall be eligible for longevity  
11 pay above the base rate of pay, as indicated below, based on total hours of completed  
12 continuous service with the County. Longevity pay shall be paid on all paid hours up to  
13 an employee's standard hours, and shall not be considered when determining the  
14 appropriate rate of pay for a promotion or demotion.

Total Completed Service	Compensation
31,200 continuous service hours (15 years)	2.0%

17  
18 For purposes of longevity pay only, a year of completed County service is  
19 defined as 2,080 service hours with the County.

20 (kk) Certified Public Accountant Stipend. The County shall establish a \$750.00  
21 annual Certified Public Accountant (CPA) Stipend for employees in the following  
22 classifications who attain and maintain a valid CPA license:

- 23 • Administrative Analyst I
- 24 • Administrative Analyst II
- 25 • Administrative Analyst III
- 26 • ARMC Chief Financial Officer
- 27 • Assistant Auditor-Controller/Treasurer/Tax Collector
- 28 • Assistant Executive Officer

- 1 • Auditor-Controller Division Chief
- 2 • Auditor-Controller Manager
- 3 • Chief Administrative Analyst
- 4 • Chief Deputy Treasurer
- 5 • County Chief Financial Officer
- 6 • Deputy Executive Officer
- 7 • HS Auditing Chief
- 8 • Principal Administrative Analyst
- 9 • Public Health Chief Financial Officer
- 10 • Public Works Chief Financial Officer
- 11 • Sheriff's Financial Manager

12 The annual CPA stipend shall be paid in a lump sum to eligible employees in  
13 regular positions who are licensed CPAs and are in paid status in the pay period that  
14 includes July 1 of each year. An eligible employee in a regular position who is part-time  
15 or job-sharing shall be eligible for a prorated lump-sum payment based on regularly  
16 scheduled hours. An employee who is licensed as a CPA after July 1, or who is  
17 appointed after July 1, shall receive a prorated CPA stipend payment at the time of  
18 licensure or appointment, as applicable. Such proration shall be based upon the  
19 remaining number of pay periods in the fiscal year nearest his or her appointment.

20 Eligible employees who are not in paid status (i.e., not coding paid hours) in the  
21 pay period that includes July 1 shall receive a prorated CPA stipend payment upon  
22 return to paid status. Such proration shall be based upon the remaining number of pay  
23 periods in the fiscal year nearest their return to paid status. However, an employee who  
24 is not in paid status during the entire fiscal year (i.e., not in paid status from pay period  
25 15 of one year through pay period 14 of the following year) shall not receive the annual  
26 CPA stipend for the fiscal year(s) during which he or she was not in paid status at all.  
27 For example, if an employee is not in paid status from June 2016 through September  
28 2017, and then returns to paid status in October 2017, the employee shall receive a

1 prorated CPA stipend payment for FY 2017/2018 upon their return to paid status but  
2 shall not receive the FY 2016/2017 stipend because the employee was not in paid  
3 status for the entire 2016/2017 fiscal year. Any employee separating from County  
4 employment at the conclusion of a leave of absence shall not receive the CPA stipend.

5 (II) Auditing Pay Differential. Employees in the classifications designated  
6 below who are required by the appointing authority to directly oversee the auditing  
7 functions shall receive a differential of two percent above the employee's base rate of  
8 pay for all hours actually worked, up to 80 hours per pay period:

- 9 • HS Auditing Chief
- 10 • Auditor-Controller Manager
- 11 • Auditor-Controller Division Chief

12 Audits must have resulted in the preparation of reports indicating the audits were  
13 conducted in accordance with the AICPA, IIA, IFAC, GAGAS, SSAE or PCAOB or other  
14 comparable national or international organization or state or federal regulation  
15 standards and/or regulations. Eligibility for this differential is at the discretion of the  
16 appointing authority.

17 (mm) Behavioral Health Medical Director Differential. The Behavioral Health  
18 Medical Director shall receive a five percent differential above the employee's base rate  
19 of pay provided such employee is certified as a Diplomate by the American Board of  
20 Psychiatry and Neurology. The differential shall be paid for all hours actually worked up  
21 to 80 hours per pay period.

22 (nn) Transitional Pay. The Chief Probation Officer, Assistant Chief Probation  
23 Officer and Deputy Chief Probation Officers who fall within the definition of "safety  
24 member" under Government Code section 31469.4 and have completed 15 or more  
25 years of continuous completed service hours in a regular position shall receive  
26 transitional pay above their base rate of pay, as indicated below, based on the total  
27 hours of continuous completed service in a regular position with the County.  
28 Transitional pay shall be paid on all paid hours up to an employee's standard hours and

shall be excluded when determining the appropriate rate of pay for promotion or demotion. Employees who qualify for transitional pay shall begin to receive the pay following completion of the required service hours.

Completed Continuous Service Hours	Compensation
31,200 continuous service hours (15 years)	2.0%
41,600 continuous service hours (20 years)	An additional 2.0% for a total of 4.0%
52,000 continuous service hours (25 years)	An additional 4.0% for a total of 8.0%

For purposes of transitional pay, a year of completed continuous service hours is defined as 2,080 service hours with the County.

(oo) Direct Deposit (Electronic Funds Transfer). All employees must make and maintain arrangements for the direct deposit of paychecks and reimbursements into the financial institution of their choice via electronic fund transfer. Employees who have not made such arrangements by the end of the 4th pay period after their date of hire shall be subject to disciplinary action. In cases where an employee is unable to make arrangements for electronic fund transfer, the Director of Human Resources may allow an exception to this subsection. Any exceptions granted may be reviewed periodically for continuation, subject to the approval of the Director of Human Resources.

Employees who fail to make arrangements for direct deposit shall receive paychecks and reimbursements via pay card.

(pp) Modified Benefit Option (MBO).

(1) General Provisions.

(A) All full-time employees in regular Exempt Group positions shall be provided an opportunity to convert from a regular position with traditional benefits (i.e., traditional benefit option) to a regular position with modified benefits and a wage differential.

(B) Employees may choose to enroll in the MBO at hire or during the annual open enrollment period, and may choose to change to the traditional benefit option during subsequent open enrollment periods.

(C) Employees who select the Modified Benefit Option must

commit to work a minimum of 1,560 hours per calendar year.

(D) In order to receive the benefits and wage differential of the MBO, the employee must specifically choose the Option.

(2) Modified Benefit Option Wage Differential.

(A) Employees who select the MBO shall receive a wage differential of 4% above the base rate of pay. The wage differential shall be paid on all paid hours (e.g., REG, PTO, etc.).

(B) The wage differential shall be considered as part of the base hourly rate when calculating the following: County contribution to the employee's Retirement Medical Trust (RMT) account, County match to employee's contribution to 457(b) Deferred Compensation Plan, County match to employee's contribution to County's 401(k) Defined Contribution Plan, differentials paid on a percentage basis (e.g., longevity, POST), sick leave conversion cash-out pursuant to Subsections 13.0613(g)(1)(l) and 13.0613(k)(4), and other leave cash-outs if any. Provided below is an example of how the County's contribution to the RMT would be calculated:

Example: Employee with 17 years of continuous County service and an 80-hour per pay period schedule selects the MBO. The employee's base hourly rate is \$70 per hour. This employee is eligible for a County contribution to the RMT equal to 3.75% of the employee's base bi-weekly salary. The County contribution to the RMT is calculated as follows:

80 hours X (\$70.00 per hour X 1.04 MBO Wage Differential) = \$5,824 base bi-weekly salary for purposes of County contribution to the RMT

\$5,824 X 3.75% Contribution Rate = \$218.40

The County will contribute \$218.40 to the RMT on behalf of the employee that pay period.

(3) Benefits and Leaves. Except as provided in Subsection 13.0613(pp)(3), employees who select the MBO shall receive the same benefits and leaves that employees who select the traditional benefit option receive.



(A) Medical Coverage. Employees who select the MBO shall have the same medical plan options as employees who select the traditional benefit option (e.g., Blue Shield HMO, Kaiser HMO, Blue Shield Access + HMO, Kaiser Choice HMO, and Blue Shield PPO).

(B) Medical Premium Subsidy (MPS).

(I) Employees who select the MBO shall receive MPS in the following amounts per pay period:

<u>Coverage Type</u>	<u>MPS</u>
<u>Employee Only</u>	<u>\$172.76</u>
<u>Employee + 1</u>	<u>\$310.80</u>
<u>Employee + 2</u>	<u>\$434.55</u>

(II) Effective July 18, 2020, the MPS amounts for employees who select the MBO shall increase to the following amounts per pay period\*:

<u>Coverage Type</u>	<u>MPS</u>
<u>Employee Only</u>	<u>\$179.86</u>
<u>Employee + 1</u>	<u>\$327.20</u>
<u>Employee + 2</u>	<u>\$459.15</u>

\*The initial granting of this MPS increase is subject to the discretion of the Chief Executive Officer based on the availability of financial resources.

~~(I)~~(III) Effective July 31, 2021, the MPS amounts for employees who select the MBO shall increase to the following amounts per pay period:

<u>Coverage Type</u>	<u>MPS</u>
<u>Employee Only</u>	<u>\$185.26</u>
<u>Employee + 1</u>	<u>\$337.02</u>
<u>Employee + 2</u>	<u>\$472.93</u>

~~(II)~~(IV) Effective July 30, 2022, the MPS amounts for employees who select the MBO shall increase to the following amounts per pay period:

<u>Coverage Type</u>	<u>MPS</u>
<u>Employee Only</u>	<u>\$190.82</u>
<u>Employee + 1</u>	<u>\$347.13</u>
<u>Employee + 2</u>	<u>\$487.11</u>

(C) Dental Premium Subsidy (DPS). Employees who select the

MBO and are enrolled in both County-sponsored medical and dental coverage whose premium costs for medical and dental exceeds the MPS shall be eligible to receive DPS up to \$9.46 per pay period, but not to exceed the combined total of the employee's out-of-pocket premium expenses.

(4) Paid Time Off (PTO).

(A) Definition. Employees who select the MBO shall be granted Paid Time Off (PTO) in lieu of any other Vacation or Sick accrual leave provisions. However, employees shall continue to be eligible to receive Administrative Leave as provided in Subsection 13.0613(o). Additionally, employees shall receive holiday pay in accordance with Subsection 13.0613(g)(3), except that employees shall not be eligible for the floating holiday.

(B) Accumulation. Employees who select the MBO shall accrue PTO each pay period as provided in the chart below and shall be eligible for prior service credit in accordance with Subsection 13.0613(g)(2)(D). Employees who have standard hours of less than eighty (80) hours per pay period shall accumulate PTO on a pro-rata basis; provided, however, that the maximum combined vacation and PTO accrual that may be carried over to future calendar years shall not be prorated. PTO shall be available for use on the first day following the pay period in which it is earned.

<u>Service Hours</u>	<u>Annual PTO Allowance</u>	<u>Approximate Accrual Rate Per Pay Period</u>	<u>Maximum PTO Accrual That May Be Carried Over to a Future Calendar Year</u>	<u>Maximum Combined Vacation and PTO Accrual That May be Carried Over to a Future Calendar Year</u>
<u>0 through 8,320 service hours</u>	<u>120 hours</u>	<u>4.62 hours</u>	<u>272 hours</u>	<u>374 hours*</u>
<u>Over 8,320 through 18,720 service hours</u>	<u>160 hours</u>	<u>6.15 hours</u>	<u>362 hours</u>	<u>480 hours*</u>
<u>Over 18,720 service hours</u>	<u>200 hours</u>	<u>7.69 hours</u>	<u>452 hours</u>	<u>586 hours*</u>

\*The employee's maximum PTO accrual that may be carried over

1 to a future calendar year may not exceed 272, 362, or 452, as applicable. Additionally,  
2 the maximum combined vacation and PTO accrual that may be carried over to a future  
3 calendar year for an employee who has a grandfathered maximum vacation accrual  
4 balance of more than 480 hours as allowed in Subsection 13.0613(g)(2)(B) shall be this  
5 employee's grandfathered maximum vacation accrual balance plus 106 PTO hours. For  
6 example, if employee's grandfathered maximum vacation accrual balance is 600 hours,  
7 the maximum combined vacation and PTO accrual that may be carried over to a future  
8 calendar year shall be 706 hours (600 vacation hours plus 106 PTO hours). As  
9 indicated in Subsection 13.0613(g)(2)(B), the grandfathered maximum vacation accrual  
10 balance shall be adjusted annually at the end of each calendar year and shall never be  
11 increased.

12 Any PTO accrual balance at the end of the calendar year in excess  
13 of employee's maximum PTO accrual that may be carried over to a future calendar year  
14 shall be automatically cashed out and paid in accordance with Subsection  
15 13.0613(pp)(4)(E)(II). Additionally, any combined vacation/PTO accrual balance at the  
16 end of the calendar year in excess of the employee's allowed maximum combined  
17 vacation/PTO balance, in which vacation accruals do not exceed employee's allowed  
18 maximum vacation accrual balance, shall be cashed out in PTO hours paid in  
19 accordance with Subsection 13.0613(pp)(4)(E)(II). For example, if an employee with a  
20 maximum combined accrual balance of 586 has 480 vacation hours (i.e., employee's  
21 vacation maximum accrual balance) and 200 PTO hours for a combined accrual  
22 balance of 680 hours, 94 PTO hours shall be automatically cashed out in accordance  
23 with Subsection 13.0613(pp)(4)(E)(II).

24 (C) Administration.

25 (I) PTO for Vacation Leave Purposes. When PTO has  
26 been requested for vacation leave purposes, PTO shall be administered according to  
27 Subsection 13.0613(g)(2)(C).

28 (II) PTO for Sick Leave Purposes. When PTO has been

requested for sick leave purposes, PTO shall be administered according to Subsection 13.0613(g)(1)(D).

(D) Separation. Employees separating from County employment shall have any unused PTO administered in the same manner that Vacation Leave is administered at separation according to Subsection 13.0613(g)(2)(C)(IV).

Exempt employees who are subsequently hired into a position in a bargaining unit that does not contain the MBO, shall carry over their existing PTO balance and begin accruing vacation, floating holiday, and sick leave immediately.

(E) PTO Cash-Out.

(I) Elective Conversion. An employee may sell back PTO at the base hourly rate of the employee as hereinafter provided, upon approval of the appointing authority. Eligible employees may exercise these options under procedures established by the Director of Human Resources. In lieu of cash, the employee may designate that part or all of the value of PTO be contributed to the County's 401(k) Defined Contribution Plan or 457(b) Deferred Compensation Plan. In order to sell back PTO prior to termination or retirement, an employee may exercise the following options:

Option 1. Future Accruals. An employee must make an irrevocable election during the month of December, specifying the number of PTO hours to be sold back from the next calendar year's PTO accrual. Such election must be made in increments of not less than ten hours and may not exceed 160 hours. All designated hours remaining at the end of the pay period 25 will automatically be converted into cash in the last period of the calendar year.

Option 2. Existing Accruals. Existing PTO accruals may be cashed out in whole hour increments with a minimum cash out of ten hours and will be subject to a ten percent penalty.

(II) Automatic Conversion. At the end of the last pay

1 period of the calendar year, an employee shall automatically have any PTO accruals in  
2 excess of the employee's maximum PTO accrual balance converted to cash. Such  
3 automatic PTO cash out shall be paid in pay period 1 of the next calendar year.

4 (F) Accrual Carryover Following Benefit Change.

5 (I) Traditional Benefit Option to Modified Benefit Option.

6 (i) Employees who convert from the traditional  
7 benefit option to the MBO shall carry over and may utilize their existing vacation,  
8 holiday, and sick leave balances; provided, however, that the employee shall no longer  
9 accrue vacation leave, sick leave, and a floating holiday after converting to the MBO.  
10 After converting to the MBO the employee shall be immediately eligible to accrue PTO.

11 Any vacation leave accrual balance carried over to  
12 the MBO that is in excess of the employee's allowed maximum vacation leave accrual  
13 balance at the end of the calendar year shall be cashed out and paid in accordance with  
14 Subsection 13.0613(g)(2)(E)(II). For example, an employee with a maximum vacation  
15 leave accrual balance of 480 hours begins MBO in pay period 16 and carries over 572  
16 vacation hours. This employee then uses 20 vacation hours and has 552 vacation  
17 hours at the end of the last pay period of the calendar year. In this example, 72  
18 vacation hours shall automatically cash out in pay period 1 of the next calendar year  
19 such that 480 vacation hours carries over to the next calendar year (552 hours – 72  
20 hours = 480 hours).

21 (ii) Vacation Cash-Out. Employees who met the  
22 eligibility requirements for the vacation cash-out prior to selecting the MBO, and  
23 predesignated to cash-out vacation leave during the required pre-designation period  
24 while in the traditional benefit option, shall remain eligible to cash-out vacation leave.  
25 However, employees enrolled in the MBO shall not be eligible to pre-designate to cash-  
26 out vacation leave while enrolled in the MBO unless employee intends to convert back  
27 to the traditional benefit option during next calendar year's open enrollment period and  
28 start accruing vacation that calendar year.

1 Additionally, employees who select the MBO will  
2 continue to have the option to cash-out existing vacation accruals according to  
3 Subsection 13.0613(g)(2)(E).

4 (II) ~~(G)~~—Modified Benefit Option to Traditional Benefit  
5 Option.

6 (i) Employees who convert from the MBO to the  
7 traditional benefit option shall carry over and may utilize their existing PTO balance (if  
8 any) and begin accruing vacation, floating holiday, and sick leave immediately;  
9 however, the maximum combined PTO and vacation accrual that may be carried over to  
10 a future calendar year shall not exceed this employee's allowed maximum vacation  
11 accrual balance at the end of the calendar year as established in Subsection  
12 13.0613(g)(2)(B). Any combined excess leave hours at the end of the calendar year  
13 shall be cashed out as PTO hours and paid in accordance with Subsection  
14 13.0613(pp)(4)(E)(II). For example, an employee with a maximum vacation accrual  
15 balance of 480 hours begins the traditional benefit option in pay period 16 and carries  
16 over 150 PTO hours and 375 Vacation Leave hours and accrues an additional 68  
17 vacation hours through pay period 26 (i.e., total combined leave at the end of calendar  
18 year equals 593 hours). In this example, 113 PTO hours shall automatically cash out in  
19 pay period 1 of the next calendar year such that 480 total combined vacation/PTO hours  
20 carries over to the next calendar year (593 hours – 113 hours = 480 hours). If  
21 employee has a grandfathered maximum vacation accrual balance, the grandfathered  
22 vacation accrual balance shall be the maximum combined vacation and PTO balance  
23 that may be carried over.

24 (ii) PTO Cash-Out. Employees who met the  
25 eligibility requirements for the PTO cash-out prior to converting from the MBO to the  
26 traditional benefit option, and predesignated to cash-out PTO during the required pre-  
27 designation period while in the MBO, shall remain eligible to cash-out PTO. However,  
28 employees enrolled in the traditional benefit option shall not be eligible to pre-designate

to cash-out PTO while enrolled in the traditional benefit option unless employee intends to convert back to the MBO during next calendar year's open enrollment period and start accruing PTO that calendar year.

Additionally, employees who convert from the MBO to the traditional benefit option will continue to have the option to cash-out existing PTO according to Subsection 13.0613(pp)(4)(E)(I).

SECTION 2. Section 13.0614 of the San Bernardino County Code is amended, to read:

**13.0614 Salaries and Working Conditions of the Elected Officials.**

(a) Compensation.

(1) Board of Supervisors. Section 1 of Article VI of the County Charter establishes the annual compensation (including salary and benefits) of members of the Board of Supervisors and provides that compensation is re-evaluated, and adjusted if necessary, every four years.

(2) County-Wide Elected Officials. Section 1 of Article VI of the County Charter establishes the annual salaries of County-wide elected officials, as defined in section 13.0613(b), except that of the Superintendent of County Schools, and provides that salary is re-evaluated, and adjusted if necessary, every year.

(b) Benefits—County-Wide Elected Officials.

(1) Notwithstanding any other provisions of the County Code, County-wide elected officials shall receive the same benefits provided to Exempt Group employees in Benefit Group A, or as otherwise specified, in Subsections (f), (j), (k), (l), (n), (p), (s), (bb), and (ff) of Section 13.0613, and as otherwise specified by law or the County Code and as modified below.

(A) County-wide elected officials are not required to enroll in County-sponsored medical and dental coverage as described in Subsection 13.0613(f)(1). A County-wide elected official who does not participate in a County-

sponsored medical plan will receive an amount of \$161.54 per pay period.

(B) County-wide elected officials shall not receive the benefits described in Subsection 13.0613(f)(6) related to short term disability.

(C) County-wide elected officials shall not receive the benefits described in Subsection 13.0613(k)(1)(B)(III) related to eligibility for MPS and DPS while on leave.

(D) County-wide elected officials shall not receive the benefits described in Subsections 13.0613(k)(4)(A) and 13.0613(k)(4)(B) related to sick leave conversion to Retirement Medical Trust Fund (RMT). County-wide elected officials shall be eligible to participate in the RMT upon taking office. The County will contribute to the RMT as follows for County-wide elected officials:

Years of Service	Percentage of Base Salary*
Elected – 0-9 years	2.00%
Elected – 10-15 years	2.75%
Elected – 16 or more years	3.75%
*For purposes of the RMT contribution, base salary is as defined in the RMT plan document.	

(E) In addition to the benefits described in Subsection 13.0613(n)(1) related to automobiles, County-wide elected officials shall be entitled to have a Category I County vehicle assigned to them for use on County business and they will not be required to reimburse the County for occasional personal use. County-wide elected officials shall be taxed for any such personal use in accordance with state and federal tax law and regulation. County-wide elected officials shall not receive the automobile allowance described in Subsection 13.0613(n)(3) and will receive the \$561.54 per biweekly pay period.

(2) In lieu of other benefits provided to Exempt Group employees, County-wide elected officials shall have five percent of their base salary contributed by the County on their behalf on a biweekly basis to either (1) the County's 457(b) Deferred Compensation Plan, or (2) the County's 401(a) Defined Contribution



1 Plan.

2 (311) Tier 1 County-wide elected officials shall have  
3 \$442.53 contributed by the County on their behalf on a biweekly basis to either (1) the  
4 County's 457(b) Deferred Compensation Plan, or (2) the County's 401(a) Defined  
5 Contribution Plan.

6 (c) Benefits—Board of Supervisors. Members of the Board of Supervisors  
7 shall receive only the following benefits.

8 (1) Retirement System Contributions.

9 (A) The County will contribute to the San Bernardino County  
10 Employees' Retirement Association (SBCERA) all required employer contributions for  
11 members of the Board of Supervisors. All mandatory employee retirement contributions  
12 shall be paid by the Board members.

13 (B) All such mandatory employee retirement contributions made  
14 to SBCERA, although designated as employee contributions under the County  
15 Employees Retirement Law of 1937 and although deducted from the compensation of  
16 Board members, shall be picked up by the County for tax purposes in accordance with  
17 Internal Revenue Code section 414(h)(2) and shall be treated by the County as paid by  
18 the County to SBCERA in lieu of contributions by Board members who are members of  
19 SBCERA, as authorized by County Resolution 2008-249. The amounts picked up by  
20 the County under this subsection shall be treated as compensation paid to Board  
21 members for all other purposes. County paid employer contributions to the County's  
22 Retirement System under this subsection shall be paid from the same source of funds  
23 used in paying the salaries of the affected Board members. No Board member shall  
24 have the option to receive the Retirement System contribution amounts directly instead  
25 of having them paid to the County Retirement System. Until retirement or separation,  
26 all contributions picked up under this subsection will be considered for tax purposes as  
27 employer-paid contributions.

28 (C) Survivor Benefits are payable to employed general

1 retirement members with at least 18 months continuous retirement membership  
2 pursuant to Government Code section 31855.12. An equal, non-refundable employer  
3 and employee biweekly contribution will be paid to SBCERA as provided in the annual  
4 actuarial study.

5 (2) Medical and Dental Coverage Insurance.

6 (A) Except as provided in subsection (C) below, all Board  
7 members must enroll in a medical and dental plan offered by the County. Board  
8 members who fail to elect medical and dental plan coverage will be automatically  
9 enrolled in the medical and dental plan with the lowest biweekly premium rates available  
10 in the geographical location of the Board member's primary residence.

11 (B) Enrollment elections must remain in effect for the remainder  
12 of the plan year unless a Board member experiences an IRS qualifying event. Board  
13 members may elect to enroll their dependent(s) upon initial eligibility for medical and  
14 dental insurance. Thereafter, newly eligible dependents may be enrolled within 60 days  
15 of obtaining dependent status, such as birth, adoption, marriage, or registration of  
16 domestic partnership. Notification of a mid-year qualifying event must be submitted to  
17 Human Resources, in accordance with procedures adopted by the County. Board  
18 members are responsible for notifying the County within 60 days of dependent's change  
19 in eligibility for the County plans. Dependent(s) must be removed mid-plan year when a  
20 dependent(s) becomes ineligible for coverage under the insurance plan eligibility rules,  
21 for example, divorce, over-age dependent, or gain of coverage on spouse's or domestic  
22 partner's employer-provided insurance, or termination of domestic partnership.  
23 Premiums for coverage will be automatically deducted from the Board member's pay  
24 warrant. Failure to pay premiums will result in loss of coverage for the Board member  
25 and/or the dependents.

26 (C) Board members eligible for medical plan coverage who are  
27 also enrolled in comparable group medical plan sponsored by another employer or are  
28 covered by a spouse or domestic partner who is also employed with the County may

elect to discontinue enrollment in County-sponsored medical plan (opt-out or waive). Board members who either elect to opt-out of County-sponsored medical plan coverage or waive coverage to a spouse or domestic partner who is also employed with the County will not receive any medical premium subsidy, and will instead receive the biweekly amount of \$40.00 per pay period. Board members eligible for dental plan coverage who are also enrolled in a comparable group dental plan sponsored by another employer may elect not to participate in a County-sponsored dental plan. The rules and procedures for electing to opt-out of County-sponsored medical and dental plan coverage are established and administered by Human Resources.

(3) Medical and Dental Subsidies.

(A) The County will establish a medical premium subsidy (MPS) to offset the cost of medical and dental plan premiums charged to Board members. The MPS shall be applied first to medical insurance premiums and then to dental plan premiums. The applicable MPS amount shall be paid directly to the providers of the County-sponsored medical and dental plans in which the Board member has enrolled. The MPS shall not be considered compensation earnable for purposes of calculating benefits or contributions for the San Bernardino County Employees' Retirement Association. In no case, shall the MPS exceed the total cost of the medical and dental insurance premium for the coverage selected. The County will establish a MPS, if applicable, in the following amounts:

Coverage Level	MPS Amount
Board member only	\$230.00
Board member + 1	\$352.23
Board member + 2	\$482.64

(B) The County has established a dental premium subsidy (DPS) for Board members whose premium costs for medical and dental insurance exceeds the MPS, in an amount up to \$9.46 but not to exceed the combined total of the Board member's out-of-pocket expenses. For example, a Board member who selects "Board member only" coverage for medical and dental with a combined per pay period

1 premium cost of \$234.00 will receive a DPS in the amount of \$4.00 per pay period.

2 (4) Vision Insurance. Subject to carrier requirements, the County will  
3 pay the premiums for vision care insurance for Board members and their dependents.

4 (5) Expense Reimbursement.

5 (A) General Provisions. The purpose of this subsection is to  
6 define the policy and procedures by which Board members shall report and be  
7 reimbursed for necessary expenses incurred on behalf of San Bernardino County. As  
8 elected officials, Board members shall assure that expenses submitted for  
9 reimbursement are reasonable and necessary expenditures. No other approval is  
10 required.

11 (B) Records and Reimbursements.

12 (I) Requests for expense reimbursements should be  
13 submitted once each month, except if the amount claimable for any month does not  
14 exceed \$25.00, the submission may be deferred until the amount exceeds \$25.00  
15 quarterly, or until June 30 during the current fiscal year, whichever occurs first. At the  
16 end of the fiscal year, expense reimbursement claims for July 1 and beyond, must be on  
17 a separate claim from those expenses claimed for June 30 or earlier.

18 (II) Receipts or vouchers which verify the claimed  
19 expenditures will be required for all items of expense, except:

20 (i) Subsistence, except as otherwise provided in  
21 this subsection;

22 (ii) Private mileage;

23 (iii) Taxi, streetcar, bus, and ferryboat fares; bridge  
24 and road tolls; and parking fees;

25 (iv) Telephone and other communication – related  
26 charges;

27 (v) Other authorized expenses of less than \$1.00.

28 (III) Claims for expense reimbursement totaling less than

1 \$1.00 in any fiscal year shall not be paid.

2 (IV) Reimbursement shall not be made for any personal  
3 expenses such as, but not limited to: entertainment, barbering, etc.

4 (V) Except as otherwise provided in this subsection,  
5 expense reimbursements shall be made on an actual cost basis.

6 (C) Transportation Modes.

7 (I) The general rule for selection of a mode of  
8 transportation is that mode which represents the lowest expense to the County.

9 (II) Travel via Private Automobile. Board members who  
10 travel by use of a private automobile for which they receive an automobile allowance or  
11 who use a County-provided vehicle pursuant to Subsection 13.0614(c)(6) below, will not  
12 also be reimbursed for mileage.

13 (III) Travel via Air. All travel that requires air  
14 transportation shall be made by commercial aircraft. When commercial aircraft  
15 transportation is approved, the "cost of public carrier" shall mean the cost of air coach  
16 class rate including tax and security surcharges. Travel via charter aircraft shall not be  
17 allowed, unless other types of transportation are impractical or more expensive.

18 (IV) Travel via Rental Vehicles. Reimbursement will be  
19 provided for the cost of a rental vehicle used for business purposes. Rental vehicles  
20 are covered for liability and vehicle physical damage under the County's self-insurance  
21 program. Reimbursement will not be provided for the additional costs incurred if any  
22 Board member purchased any additional insurance or signs a collision damage waiver  
23 (CDW) when renting a vehicle for County business. Requests for reimbursement for  
24 gasoline for rental vehicles must be accompanied by a copy of the rental agreement or  
25 rental receipt and gasoline receipt.

26 (D) Subsistence.

27 (I) Claims for lodging and meals which do not exceed the  
28 allowances listed below do not require receipts.

1 (II) The allowance for lodging is the maximum lodging  
2 rate identified in the Maximum Federal Per Diem Rates table in IRS Publication 1542.

3 (III) The allowance for meals is the Meal and Incidental  
4 Expense (M&IE) Rate identified in the Maximum Federal Per Diem Rates table in IRS  
5 Publication 1542. If less than three meals in a day are being claimed, the allowance per  
6 meal is 22 percent of the M&IE Rate for breakfast, 30 percent of the M&IE Rate for  
7 lunch, and 48 percent of the M&IE Rate for dinner.

8 (IV) Meal allowances for a business meeting/conference  
9 including meals are the actual costs.

10 (E) Expense Advances.

11 (I) Advancement of funds for business expenses can be  
12 obtained from the Auditor-Controller/Treasurer/Tax Collector through submission of the  
13 appropriate form. Advancements shall not exceed the per diem allowances set forth  
14 herein. The minimum amount to be advanced is \$50.00.

15 (II) County Credit/Debit Cards. The County may issue a  
16 County credit or debit card to a Board member and require business expenses be paid  
17 for with said card. If unauthorized charges are placed on the card, the Board member  
18 shall be required to reimburse the County. If the Board member fails to reimburse the  
19 County within 15 calendar days, the Auditor-Controller/Treasurer/Tax Collector may  
20 recover any unauthorized charges from the Board member's pay.

21 (F) Compliance. The following provisions and policies comply  
22 with Government Code section 53232 et seq.:

23 (I) When reimbursement is otherwise authorized by  
24 statute, the County may reimburse Board members for actual and necessary expenses  
25 incurred in the performance of official duties.

26 (II) The types of occurrences that qualify a Board  
27 member to receive reimbursement of expenses relating to travel, meals, lodging, and  
28 other actual and necessary expenses include the following:

1 (i) Communicating with representatives of  
2 regional, state and national government on County adopted policy positions;

3 (ii) Attending educational seminars designed to  
4 improve officials' skill and information levels;

5 (iii) Participating in regional, state, and national  
6 organizations whose activities affect the County's interests;

7 (iv) Attending County events;

8 (III) All other expenditures require approval by the Board  
9 of Supervisors.

10 (IV) The reasonable reimbursement rates for travel,  
11 meals, and lodging, and other actual and necessary expenses are those set out in San  
12 Bernardino County Code Subsection 13.0614(c)(5).

13 (V) If the lodging is in connection with a conference or  
14 organized educational activity, lodging costs shall not exceed the maximum group rate  
15 published by the conference or activity sponsor, provided that lodging at the group rate  
16 is available to the Board member at the time of booking. If the group rate is not  
17 available, the Board member shall use comparable lodging.

18 (VI) Board members shall use government and group  
19 rates offered by a provider of transportation or lodging services for travel and lodging  
20 when available.

21 (VII) All expenses that do not fall within this policy or the  
22 IRS reimbursable rates shall be approved by the Board of Supervisors, in a public  
23 meeting before the expense is incurred, or ratified after the expense is incurred, when  
24 prior action is not possible due to the urgency of the requirement for the expense.

25 (VIII) Expense Reports. The County Auditor  
26 Controller/Treasurer/Tax Collector shall provide expense report forms to be filed by the  
27 members of the Board of Supervisors for reimbursement of actual and necessary  
28 expenses incurred on behalf of the local agency in the performance of official duties.

1 (i) The expense reports shall document that  
2 expenses meet this policy, and all other applicable County policies, for expenditure of  
3 public resources.

4 (ii) Board members shall submit expense reports  
5 to the County Auditor-Controller/Treasurer/Tax Collector within a reasonable time after  
6 the expense is incurred, and the reports shall be accompanied by the receipts  
7 documenting each expense.

8 (iii) Board members shall provide brief reports on  
9 any meeting, as defined in the Ralph M. Brown Act under Government Code section  
10 54952.2, attended at the expense of the County at the next regular Board meeting.

11 (iv) All documents related to reimbursable County  
12 expenditures are subject to disclosure under the California Public Records Act,  
13 Government Code section 6250 et seq.

14 (IX) Penalties. Penalties for misuse of public resources or  
15 falsifying expense reports in violation of Subsection 13.0614(c)(5) or other applicable  
16 law may include, but are not limited to, the following:

17 (i) The loss of reimbursement privileges;

18 (ii) Restitution to the County;

19 (iii) Civil penalties for misuse of public resources,  
20 pursuant to Government Code section 8314;

21 (iv) Prosecution for misuse of public resources  
22 pursuant to Penal Code section 424.

23 (6) Automobiles.

24 (A) All Board members shall be entitled to have a Category I  
25 County vehicle assigned to them for use on County business. Board members may use  
26 such vehicles for occasional personal use provided they reimburse the County at the  
27 current motor pool variable rate per mile for such use.

28 (B) Board members electing not to obtain a County vehicle



1 pursuant to the previous paragraph shall receive a biweekly automobile allowance in the  
2 amount of \$561.54 with no mileage reimbursement, provided they provide a private  
3 vehicle for their own use on County business. The First District Supervisor shall receive  
4 a 50 percent addition to the biweekly amount provided to Board members. Board  
5 members selecting this allowance shall be required to have a vehicle available at all  
6 times for use on County business. This allowance shall be considered complete  
7 reimbursement for the acquisition, insurance, maintenance, repair, upkeep, fuel, and all  
8 other costs for the required vehicle.

9 (7) Flexible Spending Account (FSA) for Medical-Related Expenses.

10 (A) General. The County has established a Medical Expense  
11 Reimbursement Plan, also known as a Flexible Spending Account (FSA). This plan has  
12 been established in accordance with the provisions of Internal Revenue Code section  
13 125. Human Resources will serve as the FSA Plan administrator and will administer the  
14 FSA in accordance with the County's plan document. The FSA's plan year will coincide  
15 with the County's benefit plan year.

16 (B) Board members may contribute to the FSA, on a pre-tax  
17 basis, an amount up to the Internal Revenue Code's annual maximum. This annual  
18 contribution is made by the board member via equal biweekly payroll deductions. The  
19 County will not make any matching contributions on behalf of Board members. Board  
20 member participants must elect to enroll each year in order to continue participation.  
21 Upon enrolling in the FSA, Board members may not change their designated biweekly  
22 contribution amount or discontinue making contributions for the remainder of the plan  
23 year except as permitted by the Internal Revenue Code. Any unused amounts  
24 remaining in a board members FSA account at the end of the Plan year shall be  
25 forfeited except as permitted by the Internal Revenue Code and the County's plan  
26 document. Contributions made to the FSA may be used for receiving non-taxable  
27 reimbursements of eligible medical expenses not covered by insurance. Eligible  
28 reimbursable expenses are those medical expenses that qualify as determined under

1 Internal Revenue Code section 213.

2 (8) Defined Contribution and Deferred Compensation Plans. Board  
3 members shall be eligible to contribute to the County's 401(k) Defined Contribution Plan  
4 and 457(b) Deferred Compensation Plan. The County shall not make any matching  
5 contributions to any defined or deferred contribution plan on behalf of Board members.

6 (9) Voluntary Insurance Programs. In accordance with the procedures  
7 established by the Human Resources Division Chief, Board members may purchase,  
8 through payroll deductions, term life insurance in \$10,000.00 increment amounts to a  
9 maximum benefit of \$700,000.00. Board members may purchase amounts of  
10 accidental death and dismemberment insurance coverage for themselves and  
11 dependents through payroll deduction. Board members may purchase, through payroll  
12 deductions, variable group universal life insurance subject to carrier requirements and  
13 approval. The benefit levels for such insurance shall be equivalent to no more than  
14 three times the Board member's annual base salary. There shall be no County  
15 contribution toward the Board member's purchase of variable group universal life  
16 insurance.

17 (10) Healthy Lifestyles Program. The Healthy Lifestyle program is  
18 available to Board members. Under this program, Board members are eligible for  
19 annual prepaid memberships with health clubs that participate in the program, or  
20 reimbursement for other comparable health club membership up to \$324.00 on an  
21 annual basis. Board members are also eligible for an annual physical examination  
22 through the Arrowhead Regional Medical Center.

23 (11) Tuition Reimbursement and Membership Dues. The County shall  
24 establish an individual fund in the amount of \$1,000 for each fiscal year for each Board  
25 member to reimburse Board members for tuition costs incurred for job-related education  
26 or career development or to reimburse membership dues in professional  
27 organization(s), providing each expenditure enhances furtherance of County or  
28 continuing education goals.

1                   (12) Dependent Care Assistance Program. Board members are eligible  
2 to participate in the Dependent Care Assistance Program (DCAP). The purpose of the  
3 DCAP is to permit Board members and eligible County employees to make an election  
4 to pay for certain dependent care expenses with salary reduction from compensation  
5 contributed to the plan before federal income taxes are paid to the IRS ("Salary  
6 Reduction") in accordance with Internal Revenue Code sections 125 and 129 and  
7 regulations pursuant thereto. The DCAP shall be construed to comply with said code  
8 sections and to meet requirements of any other applicable provisions of law. The DCAP  
9 will be administered in accordance with procedures established by Human Resources,  
10 and consistent with the plan document.

11                   (13) Term Life Insurance. The County will pay the premium for a term  
12 life insurance policy with \$50,000 in coverage for Board members.

13                   (14) Long-Term Disability Insurance. The County will provide Board  
14 members with long-term disability insurance subject to carrier requirements and  
15 approval. The benefit levels for such insurance shall be those approved by the Director  
16 of Human Resources.

17                   (15) Portable Communication Device Allowance. Board members shall  
18 receive a biweekly portable communication device allowance in the amount of \$92.31, if  
19 the following conditions are met: (1) The Board member shall purchase a portable  
20 communication device capable of sending and receiving cellular telephone calls, and  
21 capable of sending and receiving e-mails to and from the County e-mail system; (2) Any  
22 portable communication device to be utilized for sending and receiving e-mail shall be  
23 selected from a list as approved by the Information Services Department; and, (3) The  
24 County shall pay for any license and set up expense for the device, if any, and the  
25 Board member shall pay for the equipment and all monthly charges including all voice,  
26 text, and data plans.

27                   (16) Retirement Medical Trust. The County will contribute to the San  
28 Bernardino County Retirement Medical Trust one percent of an eligible Board member's

1 biweekly salary for Board members with zero to nine years of participation in SBCERA,  
2 one and three-quarters percent of an eligible Board member's biweekly salary for Board  
3 members with 10 to 15 years of participation in SBCERA, and two and three-quarters  
4 percent of an eligible Board member's biweekly salary for Board members with 16 or  
5 more years of participation in SBCERA. The trust will establish individual accounts for  
6 each Board member. All of the contributions to the trust fund will be treated for tax  
7 purposes as employer, non-elective contributions. The purchase of additional  
8 retirement credit or other retirement service credit shall count as years of participation  
9 for determining eligibility. Participation in other public sector retirement systems may  
10 also be counted towards the service requirement provided that the Board member has  
11 not withdrawn his or her contributions from that system and is also a participant in  
12 SBCERA.

13 (c) (Repealed by Ord. 3953, passed - -2005).

14 (d) (Repealed by Ord. 3953, passed - -2005).

15 (e) Employment Status. A County employee in a regular County position  
16 becoming an elected official of San Bernardino County shall be compensated, at the  
17 time of termination from regular employment to the time of assuming office, for unused  
18 vacation, holidays, and sick leave conversion, if eligible. Should such an elected official  
19 return to County employment in a regular position, such employee shall be treated as a  
20 new employee and receive a new benefit date except as hereinafter provided. A person  
21 that has served as an elected official of the County and who returns or has returned to  
22 County employment in a regular position within 90 days after leaving an elected office of  
23 the County, shall be entitled for purposes of vacation accrual rates to count all prior  
24 County employment, including the time as an elected official of the County. The  
25 effective date of any vacation accrual rate adjustment shall not precede the effective  
26 date of this amendment.

27 (f) Salary Adjustments. The County Administrative Office, in concurrence  
28 with County Counsel, shall conduct the compensation and salary surveys required in

1 Section 1 of Article VI of the County Charter, and shall report to the Auditor-  
2 Controller/Treasurer/Tax Collector and the Board of Supervisors concerning appropriate  
3 adjustments to be implemented as required by Section 1 of Article VI of the County  
4 Charter. The Auditor-Controller/Treasurer/Tax Collector shall implement any required  
5 adjustments effective December 1 of the applicable year based on the report of the  
6 County Administrative Office.

7  
8 SECTION 3. This ordinance shall take effect immediately from the date of  
9 adoption.

10  
11 \_\_\_\_\_  
12 CURT HAGMAN, Chairman  
13 Board of Supervisors

14 SIGNED AND CERTIFIED THAT A COPY  
15 OF THIS DOCUMENT HAS BEEN DELIVERED  
16 TO THE CHAIRMAN OF THE BOARD

17 LYNNA MONELL, Clerk of the  
18 Board of Supervisors  
19 \_\_\_\_\_  
20  
21  
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26  
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28

1 STATE OF CALIFORNIA )  
2 ) ss.  
3 COUNTY OF SAN BERNARDINO )

4 I, LYNNA MONELL, Clerk of the Board of Supervisors of the County of San  
5 Bernardino, State of California, hereby certify that at a regular meeting of the Board of  
6 Supervisors of said County and State, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020,  
7 at which meeting were present Supervisors: \_\_\_\_\_

8 and the Clerk, the foregoing ordinance was passed and adopted by the following vote,  
9 to wit:

10 AYES: SUPERVISORS:

11 NOES: SUPERVISORS:

12 ABSENT: SUPERVISORS:

13 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official  
14 seal of the Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_, 2020.

15 LYNNA MONELL, Clerk of the  
16 Board of Supervisors of the  
17 County of San Bernardino,  
18 State of California

19 \_\_\_\_\_  
20 Deputy

21 Approved as to Form:

22 MICHELLE D. BLAKEMORE  
23 County Counsel

24 By: \_\_\_\_\_  
25 JOLENA E. GRIDER  
26 Deputy County Counsel

27 Date: \_\_\_\_\_  
28