

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
SITTING AS THE GOVERNING BOARD OF THE FOLLOWING:  
SAN BERNARDINO COUNTY  
BOARD GOVERNED COUNTY SERVICE AREAS  
SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT  
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE FOLLOWING:  
BIG BEAR VALLEY RECREATION AND PARK DISTRICT  
BLOOMINGTON RECREATION AND PARK DISTRICT  
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY  
INLAND COUNTIES EMERGENCY MEDICAL AGENCY  
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT  
AND RECORD OF ACTION**

October 5, 2021

**FROM**

**LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Introduction of an Ordinance Amending the San Bernardino County Code Relating to Compensation, Terms and Conditions of County Officials, Exempt and Non-Represented Employees, and Delegate Authority to the Chief Executive Officer to Negotiate and Sign Side Letter Agreements With Exclusive Representatives for a COVID-19 Vaccine Incentive Leave

**RECOMMENDATION(S)**

1. Consider proposed ordinance relating to compensation and terms and conditions of County Officials and Exempt and non-represented employees.
2. Make alterations, if necessary, to proposed ordinance.
3. Approve introduction of proposed ordinance.
  - An ordinance of the County of San Bernardino, State of California, to amend Sections 13.0613 and 13.0614 of the San Bernardino County Code, relating to Exempt Group and elected official compensation.
4. SCHEDULE ORDINANCE FOR FINAL ADOPTION ON TUESDAY, OCTOBER 26, 2021 on the Consent Calendar.
5. Acting as the governing body of the San Bernardino County, Board Governed County Service Areas, San Bernardino County Flood Control District, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District, delegate authority to the Chief Executive Officer, upon consultation with County Counsel, to negotiate and sign side letter agreements with exclusive representatives for paid COVID-19 Vaccine Incentive Leave not to exceed 32 hours with a total financial impact to the County not to exceed \$25 million.

**Introduction of an Ordinance Amending the San Bernardino County Code Relating to Compensation, Terms and Conditions of County Officials, Exempt and Non-Represented Employees, and Delegate Authority to the Chief Executive Officer to Negotiate and Sign Side Letter Agreements With Exclusive Representatives for a COVID-19 Vaccine Incentive Leave**  
**October 5, 2021**

(Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-5418)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**FINANCIAL IMPACT**

The proposed amendment to the ordinance will provide up to 32 hours of COVID-19 Vaccine Incentive Leave with a cash-out option in calendar year 2022 for employees who provide proof of COVID-19 vaccination. The cost of the COVID-19 Vaccine Incentive Leave for County Officials and Exempt and non-represented employees is approximately \$1.1 million. Additionally, the cost of the COVID-19 Vaccine Incentive Leave for employees in bargaining units covered by side letter agreements that will be negotiated with exclusive representatives is approximately \$23.9 million. A maximum of \$480 per employee will be funded with the American Rescue Plan Act – Local Fiscal Recovery Fund for employees who decide to exercise the cash-out option. Any remaining cost will be funded with additional one-time Discretionary General Funding (Net County Cost) or departmental revenue (if available).

**BACKGROUND INFORMATION**

The Exempt ordinance sets the terms and conditions of Exempt Group and non-represented employees covered by the ordinance, as well as County Officials including the members of the Board of Supervisors (Board) and countywide elected officials. To ensure consistency with represented bargaining units, it is proposed that the Exempt Group ordinance be amended to provide the Director of Human Resources the authority, with the approval of the County's Chief Executive Officer, to provide Exempt Group employees up to 32 hours of COVID-19 Vaccine Incentive Leave consistent with what is provided to employees in represented bargaining units. Additionally, the classification and salary range tables of the ordinance will be updated to reflect changes in the County's 2020-21 First Quarter Budget Report and the 2021-22 Budget.

Recommendation No. 5 delegates authority to the Chief Executive Officer, in consultation with County Counsel, to negotiate and sign side letters of agreement with the exclusive representatives related to COVID-19 Vaccine Incentive Leave in an amount not to exceed 32 hours that will allow employees to cash out leave during employment and at separation. The total financial impact to the County for the use of the COVID-19 Vaccine Incentive Leave shall not exceed \$25 million for all eligible employees in all units and compensation plans.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on September 30, 2021; Human Resources (Diane Rundles, Human Resources Director, 387-5570) on September 27, 2021; County Finance (Jessica Trillo, Administrative Analyst, 387-4222) on September 30, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on September 30, 2021.

**Introduction of an Ordinance Amending the San Bernardino County Code Relating to Compensation, Terms and Conditions of County Officials, Exempt and Non-Represented Employees, and Delegate Authority to the Chief Executive Officer to Negotiate and Sign Side Letter Agreements With Exclusive Representatives for a COVID-19 Vaccine Incentive Leave**  
**October 5, 2021**

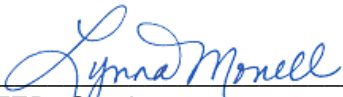
Record of Action of the Board of Directors  
San Bernardino County Fire Protection District  
Inland Counties Emergency Medical Agency (ICEMA)  
In-Home Supportive Services Public Authority  
Bloomington Recreation and Park District  
Big Bear Valley Recreation and Park District

Record of Action of the Board of Supervisors  
San Bernardino County Flood Control District  
Board Governed County Service Areas  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: October 5, 2021



cc: File - Administrative Office w/ Final BAI  
JLL 10/5/2021