## **ORDINANCE NO. 10079 (NEW SERIES)**

# AN ORDINANCE AMENDING THE COMPENSATION ORDINANCE ESTABLISHING CLASSIFICATIONS, CHARACTERISTICS AND COMPENSATION.

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. Appendix One of the Compensation Ordinance is hereby amended by establishing the following classifications and compensation in the classified and unclassified service, effective November 5, 2010:

Class No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Approx Annual Salary Minimum Maximum	Vari Entry	O/T	Rep Stat	Ben Pro
	· · ·	2	•	Diwkiy	Diwkiy					
0258	Sheriff's Se	enfor Policy	Advisor							
	40.00	83.00				\$83,200.00- \$172,640.00	Y	Х	UM	UCL
	3200.00	6640.00								
0359	CAO Chief	of Staff								
	35.00	67.00				\$72,800.00 - \$139,360.00	Y	Х	UM	UCL
	2800.00	5360.00								
3045	Medical Cl	aims Specia	alist							
	16.03	16.83	17.67	18.55	19.48	\$33,342.40 - \$40,518.40	Y	Ν	CL	NMG
	1282.40	1346.40	1413.60	1484.00	1558.40					
3939	Medical Cl	aims Manag	ger							
	32.65	34.28	35.99	37.79	39.68	\$67,912.00 - \$82,534.40	Y	Х	MA	MGT
	2612.00	2742.40	2879.20	3023.20	3174.40					
	G (* <b>A</b>			C .	·					6 1
	Section 2. Ang job codes/					nce is hereby amended by e	establish	iing cor	npensati	on for the
10110 10 11	Step 1	Step 2	Step 3	Step 4	Step 5	Appr	ox Anr	ual Sala	ary	
Class	Hrly	Hrly	Hrly	Hrly	Hrly		mum			

	Step 1	Step 2	Step 5	экер ч	Step 5	Approx Annual Salary
Class	Hrly	Hrly	Hrly	Hrly	Hrly	Minimum Maximum
No.	Biwkly	Biwkly	Biwkly	Biwkly	Biwkly	

0211 Chief Deputy, Administrative Svc

54.10	75.19	\$112,528.00- \$156,395.20
4328.00	6015.20	
0212 Chief Deput	y Assessor	
54.10	75.19	\$112,528.00- \$156,395.20
4328.00	6015.20	

0230 Chief Deputy Systems

	Step 1	Step 2	Step 3	Step 4	Step 5	Approx Annual Salary
Class	Hrly	Hrly	Hrly	Hrly	Hrly	Minimum Maximum
No.	Biwkly	Biwkly	Biwkly	Biwkly	Biwkly	
	54.10	75.19	)			\$112,528.00- \$156,395.20
	4328.00	6015.20	)			
0250	Chief Depu	ity Recorde	er/County (	Clerk		
	54.10	75.19	)			\$112,528.00- \$156,395.20
	4328.00	6015.20	)			
0319	Asst Group	Finance D	Director			
	35.00	67.00	)			\$72,800.00 - \$139,360.00
	2800.00	5360.00	)			
0348	CAO Staff	Officer				
	25.48	36.06	5			\$52,998.40 - \$75,004.80
	2038.40	2884.80	)			
2751	CAO Offic	e Specialis	t			
	18.28					\$38,022.40 - \$56,056.00
	1462.40	2156.00	)			

**Section 3.** Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for Range 1 of the Unclassified/Executive Management Salary Plan, effective October 8, 2010:

RANGE		MINIMUM	CONTROL /	MAXIMUM
			MID-POINT	
1	Hourly	25.48	30.77	36.06
	Biweekly	2038.40	2461.60	2884.80
	Approx Annual	52,998.40	64,001.60	75,004.80

Section 4. Appendix One of the Compensation Ordinance is hereby amended by deleting the following job codes/ classifications, effective November 5, 2010:

Class No.	<u>Class Title</u>
0966	Business Manager, Media & Public Relations
2224	Assistant Hospital Administrator
2274	Assistant Director, Media & Public Relations
2308	Training & Development Administrator, HHSA (T)
2318	Video Production Specialist II
2329	Program & Production Manager
2396	County Web Manager
2419	Media & Public Relations Manager
2445	Media/Public Relations Specialist
2714	Transcriber (T)
2716	Records Management Supervisor
3816	Graphic Designer
3918	Dep Alt Public Defender I

3919	Dep Alt Public Defender II
3920	Dep Alt Public Defender III
4190	Sheriff's Detention Physician
4321	Senior Disease Research Scientist
4566	Public Health Nurse I (T)
4773	Nutrition Assistant
4806	Assistant Chief, Community Health Promotion
5120	Transportation Officer
5288	Health & Human Services Administrator II (T)
5769	Child Advocacy Investigator I
5770	Child Advocacy Investigator II
5771	Child Advocacy Investigator III
5772	Child Advocacy Investigator Trainee
7031	Custodian
5773	Sheriff's Communications Manager
7510	Farm Advisor Field Assistant
7539	Sr Construction & Svces Wkr

**Section 5.** Appendix One of the Compensation Ordinance is hereby amended by re-titling the following job codes/classifications, effective November 5, 2010:

Class No. / Class Title

From:	2324 Departmental Public Affairs Officer
To:	2324 Sheriff's Media Relations Officer
From:	2337 Public Information Specialist
To:	2337 Public Outreach Specialist
From:	2378 Human Resources Manager, HHSA
To:	2378 Human Resources Manager
From:	2535 Finance Officer, HHSA
To:	2535 Finance Officer
From:	4565 Public Health Nurse II
To:	4565 Public Health Nurse
From:	4567 Public Health Nurse III
To:	4567 Senior Public Health Nurse
From:	4570 Public Health Nurse IV
To:	4570 Public Health Nurse Supervisor

**Section 6.** Appendix One of the Compensation Ordinance is hereby amended by designating the following job codes/classifications as "Terminal" (T), effective November 5, 2010:

<u>Class No.</u>	<u>Class Title</u>
4805	Chief, Community Health Promotion (T)
4834	Mental Health Staff Development Coordinator (T)

# 09/28/2010 (19)

Section 7. Subsection (b) of Section 1.5.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.5.2: COMPENSATION FOR WORKING ON COUNTY HOLIDAYS.

(b) <u>Compensation for Holidays worked by Supervising Registered Nurses in the Middle Management (MM) Unit only.</u> Compensation for holidays worked for employees in the Supervising Nurse Classes: (4544) Supervising Nurse and (4570) Public Health Nurse Supervisor in the Middle-Management (MM) Unit shall be computed on the basis of time and one-half (1½) cash or CTO for time actually worked in the standard work period. Upon request of the employee and with the approval of the appointing authority, employees may receive compensatory time off for overtime instead of cash compensation up to a limit of 40 hours of compensatory time.

Section 8. Subsection (a) of Section 1.7.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.7: <u>ASSIGNMENT PREMIUMS (CM UNIT ONLY)</u>. The premium compensation set forth in this Section shall apply to time worked and shall not apply toward paid time off or to terminal pay off.

(a) Tree Trimming/Motor Sweeper Operation. Employees in classes listed below shall be paid fifty cents (\$.50) per hour for doing tree trimming work and twenty-five (\$.25) for doing motor sweeper operation work:

#### Eligible Classes:

- 6023 Road Maintenance Worker
- 6035 Equipment Operator
- 6036 Senior Equipment Operator
- 7518 Public Works Trainee
- 7540 Construction & Services Worker

Section 9. Section 1.11.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.11.3: <u>RURAL PUBLIC HEALTH NURSE</u>. An employee in Class 4565 – Public Health Nurse, when assigned as Rural Public Health Nurse, shall be paid at a rate approximately ten percent (10%) higher than prescribed for the class.

Section 10. Section 1.12.2 of the Compensation Ordinance is hereby amended to read as follows:

#### SECTION 1.12.2: PHYSICIAN CLASSES BOARD CERTIFICATION BONUSES.

(a) <u>Board Certification</u>. Eligible employees shall be paid at a rate approximately ten percent (10%) higher than prescribed for his/her class upon furnishing satisfactory evidence that he/she has earned a valid certificate issued by the American Board in the medical specialty determined by the Director to be especially suited to the position he/she holds.

Eligible Classes:

- 0304 EMS Medical Director
- 0335 Clinical Director, Mental Health Services
- 0340 Medical Director
- 0918 Temporary Expert Professional Employee Psychiatrist Special Assignment
- 0919 Temporary Expert Professional Employee, M.D., D.O., D.V.M.
- 0922 Deputy Public Health Officer
- 2213 Deputy Director, Mental Health Services
- 2221 Public Health Officer
- 2227 Deputy Director, Behavioral Health
- 4124 Chief, Maternal & Child Health
- 4127 Chief, Community Epidemiology Control

- 4128 Chief, Tuberculosis Control & Border Health
- 4132 Medical Director, Sheriff's Detentions
- 4162 Consultant in Internal Medicine
- 4184 Radiologist
- 4185 Pediatrician
- 4192 Senior Physician
- 4193 Physician
- 4195 Supervising Psychiatrist
- 4196 Psychiatrist
- 4199 Psychiatrist-Specialist
- (b) <u>Board Certification and Subspecialty</u>. Eligible employees shall be paid at a rate approximately fifteen percent (15%) higher than prescribed for his/her class upon furnishing satisfactory evidence that he/she has earned a valid certificate issued by the American Board in the medical subspecialty determined by the Director to be especially suited to the position he/she holds.

Eligible Classes:

- 0304 EMS Medical Director
- 0335 Clinical Director, Mental Health Services
- 0340 Medical Director
- 0918 Temporary Expert Professional Employee Psychiatrist Special Assignment
- 0919 Temporary Expert Professional Employee, M.D., D.O., D.V.M.
- 0922 Deputy Public Health Officer
- 2213 Deputy Director, Mental Health Services
- 2221 Public Health Officer
- 2227 Deputy Director, Behavioral Health
- 2285 Chief Dep Medical Examiner
- 4124 Chief, Maternal & Child Health
- 4127 Chief, Community Epidemiology Control
- 4132 Medical Director, Sheriff's Detentions
- 4162 Consultant in Internal Medicine
- 4192 Senior Physician
- 4193 Physician
- 4195 Supervising Psychiatrist
- 4196 Psychiatrist
- 4199 Psychiatrist-Specialist

Section 11. Subsection (a) of Section 1.13.10 of the Compensation Ordinance is hereby amended to read as follows:

#### SECTION 1.13.10: WORK EQUIPMENT AND ARTICLES

- (a) Hard Toe Shoes/Non Slip Safety Shoes: Employees in the following classes shall be reimbursed one hundred dollars (\$100) upon proof of purchase of departmental approved hard-toe shoes or non slip safety shoes. If hard-toe shoes or non slip safety shoes are deemed appropriate by the department for employees in other classes, these employees shall also be reimbursed. Employees may accrue up to three (3) years' worth of reimbursement for the purchase of safety footwear. Employees who do not spend one hundred dollars (\$100) in the previous fiscal year shall have up to two hundred dollars (\$200) available in the second year. Employees who do not spend one hundred dollars (\$100) in each of the two (2) previous fiscal years shall have up to three hundred dollars (\$300) available in the third year. Maintenance after purchase and reimbursement will be the responsibility of the employee. A portion of the reimbursement allowance can also be used for shoe repair.
  - (1) <u>Hard Toe Shoes.</u>

Eligible Classes:

2660 Storekeeper 2664 Pharmacy Stock Clerk (Jail) 2666 Property & Salvage Worker 2667 Sr Property & Salvage Worker 2713 Sheriff's Property & Evidence Specialist II 4260 Pharmacy Technician (Jail Pharmacies only) 5785 Sheriff's Property Investigators 5787 Sheriff's Property & Evidence Manager 5793 Sheriff's Property & Evidence Custodian 6019 Road Crew Supervisor 6035 Equipment Operator 6036 Senior Equipment Operator 6305 Gardener 6310 Supervising Gardener 6345 Senior Park Maintenance Worker 6347 Park Maintenance Worker 7068 Wastewater Facilities Supervisor 7069 Wastewater Plant Operator III 7070 Wastewater Plant Operator II 7071 Wastewater Plant Operator I 7083 Sewer Construction & Maintenance Worker 7515 Stores Delivery Driver 7518 Public Works Trainee 7540 Construction & Services Worker

(2) Non Slip Safety Shoes.

Eligible Classes:

- 4230 Veterinary Pathologist
- 4317 Disease Research Scientist
- 4318 Histology Technician
- 4319 Senior Histology Technician
- 5710 Registered Veterinary Technician

And classes designated: AE, CL, CM, CR, FS, MM, PR or PS when deemed appropriate by the department.

Section 12. Section 3.6.22 of the Compensation Ordinance is hereby amended to read as follows:

### SECTION 3.6.22: ELECTION POLL WORKERS

- (a) <u>Expense Allowance</u>. Persons serving as Poll Workers in the positions of Precinct Inspectors, Assistant Inspectors, Touch screen Inspectors and Clerks for the Registrar of Voters on Election Day, shall be paid an expense allowance to offset the costs these persons may incur for each Election Day worked. The expense allowance includes separate amounts for meals and transportation to the election site per Election Day worked. These amounts are based on the level of assignment received.
- (b) <u>Additional Expense Allowance</u>. For some assignments an additional expense allowance is also provided for transportation to the election training program(s), attendance of the election training program(s) and for transportation and delivery of poll equipment, supplies and ballots both to the polling place and to election night collection centers.

- (c) <u>Nominal Fee</u>. In addition to the expense allowance(s) persons serving as Touchscreen Inspectors, Assistant Inspectors and Precinct Inspectors who pick up poll supplies, inventory and check poll supplies, contact and make arrangements with poll facility owners, assist in the recruitment of his/her poll worker staff and supervise all election day responsibilities, shall be paid a nominal fee as listed in subsection (f) for their services.
- (d) <u>Completion of Training</u>. The completion of specific online lessons for Touchscreen Inspectors, Assistant Inspectors, Precinct Inspectors and Standbys (as described in subsection (h)) may also be required. If the specified online lessons are required, but not completed, the training expense allowance of \$25 will not be included as part of these poll workers final stipend.
- (e) <u>Bilingual.</u> Persons serving as a poll worker who are designated to provide bilingual assistance to voters shall be paid an additional nominal fee for their services.
- (f) <u>Allowance Amounts.</u> Specific expense allowance amounts and nominal fees are listed below by Poll Worker Assignment.

Poll Worker Designated	Expense Allowance			Nominal Allowance	Total Allowance	Bilingual Skills Pay*
Assignment	3 Meals per Day	Election Day Transportation	Training Related Expenses	Based on Assignment		
Precinct Inspector	\$44.00	\$31.00	\$25.00	\$50.00	\$150.00	\$15.00
Asst Inspector	\$44.00	\$31.00	\$25.00	\$25.00	\$125.00	\$15.00
Touchscreen Inspector	\$44.00	\$31.00	\$25.00	\$25.00	\$125.00	\$15.00
Clerk	\$44.00	\$31.00	0	\$25.00 if Clerk attends and completes both optional onsite and online training	\$75.00 - \$100.00	\$15.00

\* Bilingual poll workers who can speak, read and write English as well as Filipino, Spanish or Vietnamese will receive an additional \$15 premium.

- (g) <u>Extraordinary Expenses.</u> Poll Worker volunteers may be called upon to perform extraordinary services and will be expected to incur personal expenses as a result. In the event they are asked by the Registrar of Voters to perform these services, they will be paid an additional stipend as follows:
  - (1) Travel to and work at a polling place more than 15 miles from their home \$20.
  - (2) Pick up ballots, equipment or other election materials at a time or a location different from their regularly scheduled Poll Worker training program \$20.
  - (3) Collection and Drop off ballots, equipment and other election materials from remote poll stations at the request of the Registrar of Voters to a collection center 20 miles or more from the polling place where they worked \$50. For collection and drop off of materials at the request of the Registrar of Voters from poll stations located more than 10 miles but less than 20 miles \$20.
  - (4) Personal cell phone use by Precinct Inspectors or, in the event the Precinct Inspector does not have a cell phone, another member of the board, on Election Day \$5.

(h) Standby Stipend. Poll Workers are often called upon to prepare for Election Day and then remain on standby during Election Day in a particular polling area in case they are needed. They may also be called upon to assist at more than one polling place or perform other services as the need arises during the day. Standby Poll Workers generally incur the same type of expenses as Poll Workers who work a single polling place, even if the Standby Poll Workers are not actually called to work in a poll. In light of their service to the election process and the expenses they will incur during training and while serving in a standby capacity, Standby Poll Workers who are not called to work in a polling place will be paid the same stipend as a Clerk, as indicated in subsection (a) (Expense Allowance) above, as well as any extraordinary expenses they may incur as indicated in subsection (g) (Extraordinary Expenses) above. However, current regular County employees designated as Standby Poll Workers, and not called to serve, shall not be eligible for the Standby Poll Worker stipend. If a Standby Poll Worker receives a call to work in a poll, they will be paid the stipend for the assigned position rather than the Clerk's stipend. Because last minute assignments require Standby Poll Workers to make extra trips to pickup supplies and contact other workers, Standby Poll Workers who receive an assignment to a poll less than 24 hours before the polls open, will be paid an additional stipend of \$20 to offset the additional expenses. A Standby Poll Worker who receives this additional stipend will not be eligible for the \$20 stipend in subsection (g) (2) above.

Section 13. Section 4.3.1 of the Compensation Ordinance is hereby amended to read as follows:

#### SECTION 4.3.1: FAMILY/MEDICAL LEAVE.

- (a) Family Medical Leave (FML) shall be in accordance with the federal Family and Medical Leave Act of 1993 ("FMLA"), Public Law 103-3, 107 Stat. 6 (29 USC 2601 et seq.) as well as California Family Rights Act of 1991 ("CFRA") pursuant to Govt. Code Section 12945.2, administrative regulations promulgated by the California Fair Employment and Housing Commission, subject to the conditions set forth below. The County FML shall be governed by these federal and state provisions, and by the provisions set forth below under this Section. [Certain provisions under this Section may refer to the federal FMLA regulations under Title 29 Code of Federal Regulations (hereinafter "CFR") or to the California CFRA regulations under Title 29 of the California Code of Regulations (hereinafter "CCR").]
- (b) <u>Definition.</u> FML is unpaid time off under Federal law which may be granted to an eligible employee for certain qualifying events specified under subsection (c) (2) below. However, employees will be required to use applicable paid leave balances concurrently with FML.
- (c) <u>Eligibility.</u>
  - (1) Family Medical Leave shall apply to all biweekly rate employees who have been employed by the County for at least twelve (12) months and for at least one thousand two hundred and fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave and who meet all the eligibility requirements of the FMLA or the CFRA.
  - (2) Qualifying Events for FML Eligibility. An appointing authority is required to grant FML to eligible employees for any of the following qualifying events required by the FMLA and CFRA:
    - (a) For birth of a child, and to care for the newborn child;
    - (b) For placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
    - (c) To care for the employee's spouse, son, daughter, or parent, with a serious health condition;
    - (d) Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job;

- (e) Exigency Leave To care for a covered military member serving in the Reserves, active duty or a retired member of the Regular Armed Forces or Reserve; and
- (f) Military Caregiver Leave To care for an employee's spouse, son, daughter, parent, or next of kin, while recovering from an injury or illness suffered while on active duty or a preexisting injury that was aggravated while on active duty within the last five (5) years preceding his or her treatment, for up to 26 weeks.

#### (d) <u>Conditions.</u>

- (1) <u>Requesting FML</u>. The employee shall give notice to the appointing authority of the need for FML by completing the required forms. To give such notice an employee does not need to assert rights for FML expressly or even mention FML; however, the employee must state a qualifying reason for FML. An employee who fails to demonstrate an FML qualifying reason is not eligible for FML. However, the appointing authority may consider the employee for other types of County authorized leaves. The requested leave will be counted against the employee's annual FMLA and California Family rights Act ("CFRA") entitlement as well. This notice shall refer to the leave as "FML".
- (2) <u>Medical Certification</u>. If an employee is requesting leave for more than three days due to their own serious health condition or a serious health condition of a family member, they must provide medical certification on the form entitled "Certification of Health Care Provider" (DOL Form WH-380-E or WH-380-F). Employees must provide proof of a serious health condition within the timelines prescribed by the Department of Labor. In the event of a Pandemic illness, the medical certification may be waived by the Director. If an employee does not submit a medical certification, FML may not be granted. Under certain circumstances, recertification of the serious health condition may be required.
- (3) <u>Job Retention</u>. Following FML leave, the employee is entitled to return to the same or an equivalent job upon return from leave. However, should the employee exhaust their FML leave and continue on some other form of County unpaid leave, they may not be entitled to return to their previous position.
- (4) <u>Health Insurance Liability</u>. The employee may be liable for the payment of health insurance premiums paid by the County during their FML leave if the employee does not return to work for at least thirty (30) days after taking FML leave as more fully set forth in Section 4.3.1(g), Maintenance of Insurance Coverage, below.
- (5) <u>Fitness-for-Duty</u>. The employee will be required to provide a fitness-for-duty certification before returning to work, unless the appointing authority determines that the certification is not necessary as more fully set forth in Section 4.3.1 (i), Certification Prior to Return from Leave, below.
- (e) <u>Duration.</u> An eligible employee is entitled to a total of 12 workweeks of FML during a 12-month period. The 12-month period shall be measured forward from the date the employee's first FML leave begins. The next 12-month period would begin the first time FML leave is taken after completion of any previous 12-month period. The duration of FML for a husband and wife both employed by the County is governed by a special provision under 29 CFR Section 825.202. NOTE: An employee is entitled to take leave for a disability due to pregnancy, childbirth, or related medical conditions pursuant to the California Pregnancy

Disability Leave provision under Government Code section 12945 which shall not constitute FML. Twelve (12) workweeks of FML may be used once an employee is no longer disabled by pregnancy.

An eligible employee is entitled up to 26 weeks of leave if they request Military Caregiver Leave (MCL)

(f) <u>Coordination with County Leave Programs.</u> FML shall be coordinated with County paid leave and unpaid leave as follows:

- (1) <u>FML Paid Leave</u>. The employee is required by the County of San Diego to substitute accrued vacation or other applicable paid leave in lieu of FML unpaid leave if the employee is eligible for the paid leave according to the County's paid leave provisions. Such paid leave usage will be counted against the employee's FML duration entitlement subject to the following exceptions:
  - (a) Paid injury leave pursuant to Compensation Ordinance section 4.2.3 shall not be counted against FML leave; and
  - (b) Fair Labor Standards Act (FLSA) compensatory time off is not a form of accrued paid leave that the County may require the employee to substitute for unpaid FMLA leave. However, the employee may elect to use FLSA compensatory time for a FML reason and such time off shall be counted as FML leave.
- (2) <u>FML Unpaid Leave</u>. An employee who requests leave and is NOT eligible for paid leave under the County's paid leave provisions, but who qualifies for and is approved for FML, shall be on FML unpaid leave pursuant to the provisions of this Section.
- (3) <u>County Unpaid Leave.</u> An employee who requests leave and is NOT eligible for paid leave or for FML, but who qualifies for unpaid leave under one of the County's unpaid leave provisions, may be considered for County unpaid leave (not FML unpaid leave) pursuant to the provisions of the County unpaid leave program.

#### (g) <u>Maintenance of Insurance Coverage</u>.

- (1) <u>General Requirement</u>. An employee's group insurance coverage shall be maintained during approved FML on the same conditions as coverage would have been provided if the employee had been employed continuously during the entire FML period.
- (2) <u>Premium Payments During FML Paid Leave</u>. The County will continue to make its regular contributions toward insurance premiums for up to twelve (12) weeks of FML in order to maintain insurance benefits.
- (3) <u>Premium Payments During FML Unpaid Leave.</u>
  - (a) <u>County Contribution Towards Employee Premium</u>. During the period that an employee is on FML unpaid leave, the County shall continue to make its contributions required under Compensation Ordinance Sections 5.1.6(c) [Flexible Benefits Plan] and all other group insurance benefits provided by the County even though the employee is not receiving pay during this FML unpaid leave period.
  - (c) <u>Employee Premium Payment</u>. The employee will be required to continue to pay their share of their regular insurance premium payments during FML.
  - (d) <u>Employee's Failure to Submit Payment While on Leave</u>. If an employee fails to submit the full amount of the insurance premium payments on a timely basis, the County shall pay the required amount on behalf of the employee on an advance basis in order to maintain all of the employee's insurance coverage. The employee shall continue to be obligated for these premiums and shall reimburse the County for the payments. The reimbursement shall be as follows:
    - (i) During the period of the FML unpaid leave, the employee shall make payment to the County for all the required premiums which are past due.
    - (ii) Upon the employee's return to work from leave, any required premiums not paid by employee shall be entered as added payroll deductions. The amount of each added payroll deduction shall be equal to the amount of each separate premium not paid by the employee. This added payroll deduction shall be entered on each of the

employee's biweekly pay warrants until the full amount of the premiums is paid in full.

- (h) Employee's Failure to Return to Work After FML Unpaid Leave. If an employee fails to return to work for at least 30 days after FML unpaid leave, except for those circumstances indicated under CFR Section 825.213(a)(1)-(3) and (c), the insurance premiums paid during FML Unpaid Leave by the County through the County's contributions and any premium amounts owed by the employee which are paid during FML unpaid leave by the County on an advanced basis are the obligation of the employee and shall be considered a debt owed by the non-returning employee to the County. The County may recover this debt through the deduction from any sums due to the employee from any required payoffs owed to the employee from vacation or sick leave balances.
- (i) <u>Certification Prior to Return from Leave</u>. An employee may return to work at the conclusion of FML for their own serious health condition contingent upon providing a medical release prior to returning to work. At its discretion, the Appointing Authority may determine that a certification is not necessary and the employee will be permitted to return to work.

**Section 14.** Effective Date. Sections 2, 3, 12, and 13 of this ordinance affect compensation and shall take effect upon adoption. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

Section Number	Operative Date
Section 1	11/5/10
Section 2	10/8/10
Section 3	10/8/10
Section 4	11/5/10
Section 5	11/5/10
Section 6	11/5/10
Section 7	11/5/10
Section 8	11/5/10
Section 9	11/5/10
Section 10	11/5/10
Section 11	11/5/10
Section 12	10/8/10
Section 13	10/8/10

Section 15. Operative Date. Operative dates by specified section are listed in the table below.

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of San Diego this 28<sup>th</sup> day of September, 2010.