

Meeting Date: 05/21/19 (25)

ORDINANCE NO. 10609 (NEW SERIES)

**AN ORDINANCE AMENDING THE COMPENSATION ORDINANCE
AND ESTABLISHING 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 amending compensation for the following job code/classification in the classified service, effective May 24, 2019:

Job Code 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
002486	Crime & Intelligen Analysis Mgr					
	39.03	55.37				\$81,182.40 - \$115,169.60
	3122.40	4429.60				

Section 2. Appendix One of the Compensation Ordinance is hereby amended by reestablishing the following job code and compensation in the unclassified service, effective July 1, 2019:

Job Code No.	UCE Range	Vari Entry	O/T	Rep Stat	Bene Prog
002245 Auditor & Controller	19	Y	X	EM	UCL

Section 3. Appendix One of the Compensation Ordinance is hereby amended by amending compensation for the following job code/classification in the unclassified service, effective May 24, 2019:

Job Code No.	UCE Range
002128 County Counsel	26

Section 4. Appendix One of the Compensation Ordinance is hereby amended by retitling the following job codes/classifications in the unclassified service, effective July 1, 2019:

	<u>Job Code No.</u>	<u>Job Code Title</u>
From:	002106	Dep Chief Admin Off/Aud & Ctrl
To:	002106	Deputy CAO/Chief Financial Off
From:	002206	Asst CAO/Chf Operating Officer
To:	002206	Asst Chief Admin Officer

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Section 5. Appendix One of the Compensation Ordinance is hereby amended by deleting the following job codes/classifications in the classified service, effective June 21, 2019:

<u>Job Code No.</u>	<u>Job Code Title</u>
002666	Property & Salvage Worker
002667	Sr Property & Salvage Worker

Section 6. Subsection (22) of Section 1.1.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.1.3: DEFINITIONS. In this ordinance unless the context or subject matter otherwise requires:

- (22) “Payroll Fiscal Year” is comprised of 26 or 27 biweekly consecutive pay periods. The Payroll Fiscal Year varies from year-to-year but closely parallels the Budget Fiscal Year. The official payroll fiscal year (i.e., payroll calendar) is established by the Auditor & Controller and published on the County’s intranet.

Section 7. Section 1.7.29 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.29: ADMINISTRATIVE SECRETARY IV SPECIAL ASSIGNMENT PREMIUM. Employees in class 002759, Administrative Secretary IV, that provide secretarial support to a Deputy Chief Administrative Officer, Deputy Chief Administrative Officer/Chief Financial Officer or the Deputy Chief Administrative Officer/Director, Health & Human Services Agency shall be compensated an additional ten (10) percent in addition to the employee's base wage rate. This premium shall apply to paid leave, but shall not apply to terminal payoff.

Section 8. Subsection (b)(2) of Section 1.13.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.3: CHARGES FOR MAINTENANCE. In the following cases where full or part time maintenance is furnished, employees shall be charged the following amounts:

- (b) County Owned and Maintained Housing Facilities.

- (2) Charges for specific living quarters shall be based upon a determination of the class in which each house, apartment, or room shall be included, made by resolution of the Board of Supervisors. Employees shall be charged at the biweekly rate; however, when computing the charges for a portion of a biweekly pay period, the daily rate shall be used. Charges for living quarters shall be paid by employees or deducted from employees' compensation at the end of the pay period for which the living quarters are furnished.

Class	Description	Biweekly Rate
1	1 BR/1 BA Mobile Home	49.20
2	2 BR/1 BA Mobile Home	59.09
3	2 BR/2 BA Mobile Home	68.92
4	1 BR/1 BA Apartment	49.20
5	2 BR/1 BA Apartment	68.04
6	3 BR/1 BA Apartment	68.92
7	3 BR/1-1/2 – 2 BA Apartment	78.78
8	1 BR/1 BA House	59.09
9	2 BR/1 BA House	69.01
10	2 BR/2 BA House or 3 BR/1 BA House	78.78
11	3 BR/1-1/2 – 2 BA House	88.59
12	4 BR/2 BA House	226.41

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Section 9. Subsection (a)(2)(a) of Section 1.13.10 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.10: UNIFORM ALLOWANCE (INITIAL ISSUE AND MAINTENANCE / REPLACEMENT).

(a) Hard Toe Shoes/Non-slip Safety Shoes:

(2) Employees in the following classes shall be reimbursed:

One hundred and fifty-five dollars (\$155) 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 and fifty-five dollars (\$155) in the previous fiscal year shall have up to three hundred and ten dollars (\$310) available in the second year. Employees who do not spend one hundred and fifty-five dollars (\$155) in each of the two (2) previous fiscal years shall have up to four hundred and sixty-five dollars (\$465) 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.

(a) Hard Toe Shoes.

Eligible Classes:

002660	Storekeeper
002664	Pharmacy Stock Clerk (Jail)
002713	Sheriff's Property & Evidence Specialist II
003588	Code Enforcement Officer
003589	Code Enforcement Coordinator (T)
003715	Building/Enforcement Supervisor
004260	Pharmacy Technician (Jail Pharmacies only)
005785	Sheriff's Property Investigators
005787	Sheriff's Property & Evidence Manager
005793	Sheriff's Property & Evidence Custodian
006019	Road Crew Supervisor
006411	Cook
006415	Food Services Worker
007068	Wastewater Facilities Supervisor
007069	Wastewater Plant Operator III
007083	Sewer Construction & Maintenance Worker

Section 10. Section 2.1.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 2.1.3: RELOCATION ALLOWANCE FOR HARD-TO-RECRUIT PROFESSIONAL CLASSES. Upon approval by the Chief Administrative Officer or designee, a relocation allowance, up to \$8,000, may be authorized for professional classes designated by the Director as Hard-to-Recruit. Relocation expenses may include, but are not limited to, personal transportation, moving expenses and temporary housing. Approval must be obtained prior to any job offer. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Auditor & Controller prior to reimbursement.

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Section 11. Subsection (h)(1) of Section 3.5.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.5.2: EXECUTIVE/UNCLASSIFIED MANAGEMENT COMPENSATION PLAN.

- (h) Executive Compensation Committee. Wherever this Plan refers to the Executive Compensation Committee, the following shall apply:
- (1) The Executive Compensation Committee shall consist of the Assistant Chief Administrative Officer, the Group General Managers for the Land Use and Environment Group, Public Safety Group, Deputy Chief Administrative Officer/Director, Health & Human Services Agency, Director, Human Resources, Deputy Chief Administrative Officer/Chief Financial Officer and other designee(s) appointed by the CAO, and County Counsel as an ex officio member. The Assistant Chief Administrative Officer may serve as committee chairperson, the Director, Human Resources, shall serve as Secretary and the Director's designee(s) shall serve as staff to the Executive Compensation Committee.

Section 12. Section 3.5.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.5.3: RELOCATION ALLOWANCE.

- (a) Executive Management. Upon determination by the Chief Administrative Officer, or the Board of Supervisors if the Board is the appointing authority, that relocation allowance is appropriate to facilitate recruitment for and appointment to a vacant position in a class designated EM, a relocation allowance in an amount not to exceed \$15,000.00 may be authorized for the actual and reasonable relocation expenses incurred incidental to relocation of the appointee and his/her immediate family to San Diego County. Expenses may include, but are not limited to, personal transportation, moving expenses for household goods and temporary housing arrangements. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Auditor & Controller prior to reimbursement.
- (b) Unclassified Management. Upon determination by the appointing authority and approval by the Chief Administrative Officer or designee, that relocation allowance is appropriate to facilitate recruitment or selection for an appointment to a vacant position in a class designated UM, NA or NE a relocation allowance in an amount not to exceed \$10,000 may be authorized for the actual and reasonable relocation expenses incurred incidental to relocation of the appointee and his/her immediate family to San Diego County. Expenses may include, but are not limited to, personal transportation, moving expenses for household goods, and temporary housing arrangements. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Auditor & Controller prior to reimbursement.

Section 13. Subsection (j)(3)(d) of Section 4.2.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.2: SICK LEAVE.

- (j) Sick Leave Incentive Overtime Reduction Pilot Program: DS Classes Only.
- (3) Administration of Sick Leave Cash-Out Process.
- (a) Time Period for Determining Maximum Annual Usage. The employee's usage of sick leave shall be measured over twenty-six (26) pay periods beginning with payroll 01 in July and ending with payroll 26 of each fiscal year during which this pilot program is in effect.
- (b) Report of Eligible Employees. As soon as practicable following the end of the fiscal year, a report will be prepared listing employees who are eligible for sick leave cash-out. Each eligible employee will be notified of the maximum number of sick leave hours that he/she may opt to cash out.

- (c) Employee Options. An eligible employee may opt to receive cash for all, or a portion of, the hours on the annual sick leave cash-out eligibility report. The sick leave credits that are received by the employee in cash will be removed from his/her sick leave balance.
- (d) The administration of this program is subject to the rules and regulations of the Auditor & Controller.

Section 14. Subsection (d) of Section 4.2.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.6: MILITARY LEAVE.

- (d) Anti-Terrorist Campaign Leave Provisions. Employees who are participating in military operations in support of anti-terrorist campaigns shall receive thirty (30) days per fiscal year of paid leave under the Military Leave provisions above plus additional leave as specified below.
 - (1) Definition. Leave is paid absence from work granted to employees who have been ordered to active military duty as a direct result of the September 11, 2001 attacks on the World Trade Center and Pentagon.
 - (2) Eligibility. Biweekly rate employees who are members of the reserved corps of the armed forces of the United States or the National Guard or the Naval Militia who have been ordered to active duty as a direct result of the September 11, 2001 attacks on the World Trade Center and Pentagon. Employees shall not be eligible for this paid leave during the period in which they are receiving paid military leave pursuant to the Federal Military Statutes or the California Military and Veterans Code. The Director of Human Resources, in consultation with the employee's appointing authority and the Auditor & Controller, shall be the final arbiter of eligibility under this section.
 - (3) Duration. This leave is provided as temporary relief from financial hardship due to loss of pay and benefits for employees on active military duty as a direct result of the September 11, 2001 attacks on the World Trade Center and Pentagon. This paid leave shall cease on the date the employee officially is released from the active military duty, or on:
 - (a) June 30, 2022, whichever occurs earlier.
Eligible Classes: Classes designated AE, AM, AS, CC, CL, CM, CR, CS, DA, DI, DM, DS, FS, HS, MM, PD, PM, PO, PR, PS, RN, SO, SM, SS, and SW.
 - (b) June 30, 2022, whichever occurs earlier.
Eligible Classes: Classes designated CE, CEM, EM, EO, MA, NA, NE, NM, NS, and UM.
 - (4) Method of Calculation. The amount of this paid leave shall be equal to the employee's normal biweekly gross pay (not including overtime pay) as of the first date the employee is absent from work due to being ordered to active military duty, offset by the amount of gross military pay for such duty including all military allowances paid to the employee. In the event the military pay, including allowances, equals or exceeds the employee's pay for the pay period pursuant to this provision, the employee shall receive no pay for that pay period except that the County shall continue to pay the required employer contributions toward the employee's premiums (including dependents' premiums) for group insurance benefits sponsored by the County of San Diego and the employee shall be responsible for making the required employee and dependent contributions, if any, toward the premiums for such group insurance benefits.
 - (5) Condition of Payment. Payments authorized under this section shall be conditioned upon compliance with the procedures established by the Auditor & Controller.

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Section 15. Subsection (f) of Section 4.2.10 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.10: CHILD CARE VACATION EXCHANGE. Vacation credits may be transferred by an employee to his/her spouse or Registered Domestic Partner (as defined in Section 1.1.3, Definitions) if the employee is married to, or a Registered Domestic Partner of, another employee in this unit and such couple are the parents of a child or are jointly adopting a child, for the purposes of maternity leave or child care purposes, in accordance with departmental policies, upon the request of both the receiving employee and the transferring employee and upon approval of the employee's appointing authority, under the following conditions:

- (f) The transfers shall be administered according to the rules and regulations of the Auditor & Controller and made on a form prescribed by the Auditor & Controller, approvals of the receiving and donating employees and the appointing authority will be provided for on each form.

Section 16. Subsection (b) of Section 4.2.13 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.13: CATASTROPHIC LEAVE PROGRAM.

- (b) Transfer Requests. Transfers shall be administered according to the rules and regulations of the Auditor & Controller, and made on a form prescribed by the Auditor & Controller. Approvals of the receiving and donating employee, the donating employee's appointing authority, and the receiving employee's appointing authority (in the case of interdepartmental transfer) will be provided for on such form.

Section 17. Subsection (f)(1) of Section 4.2.22 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.22: ASSOCIATION PRESIDENT'S LEAVE.

- (f) Leave Accounting.
 - (1) Each employee in the DS and SM units who have paid service in payroll 01 of each year, will have an equal number of hours deducted from their eight-and-one-half (8-1/2) hours Floating Holiday time (Non-FLSA Comp Time) in payroll 02. The initial leave deduction will take place in payroll 02 of 04/05 and will include an additional proration for the period covered in 03/04 as determined by the Auditor & Controller. Successive years will be prorated as determined by previous fiscal year actual leave usage.

Section 18. Subsection (a) of Section 5.6.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.6.1: RETIREMENT CONTRIBUTION. The County shall adopt the employee contribution rates set as recommended by the Board of Retirement within ninety (90) days after the beginning of the immediately succeeding fiscal year from the date the recommendation is made. Each employee shall pay, via payroll deduction, the amount prescribed by the rate established for each employee's contribution for the appropriate General or Safety benefit Tier into the appropriate fund in accordance with the rules and regulations governing such employee contributions.

- (a) Contribution Rates. The County shall adopt the County contribution rates, including those not integrated with Social Security, as recommended each year by the Board of Retirement as set forth in a letter to the Board of Supervisors from the Deputy Chief Administrative Officer/Chief Financial Officer.

Section 19. Effective Date. Section 1 and 3 of this ordinance affect compensation and shall take effect upon adoption and all other sections of this ordinance shall take effect thirty (30) days after its 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.

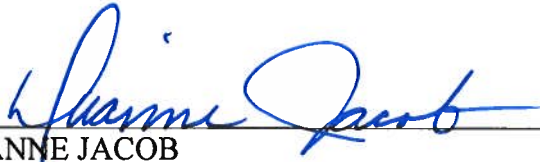
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Section 20. Operative Date. Operative dates by specified section are listed in the table below.

Section Number	Operative Date
Section 1	5/24/2019
Section 2	7/1/2019
Section 3	5/24/2019
Section 4	7/1/2019
Section 5	6/21/2019
Section 6	7/1/2019
Section 7	7/1/2019
Section 8	6/21/2019
Section 9	6/21/2019
Section 10	7/1/2019
Section 11	7/1/2019
Section 12	7/1/2019
Section 13	7/1/2019
Section 14	7/1/2019
Section 15	7/1/2019
Section 16	7/1/2019
Section 17	7/1/2019
Section 18	7/1/2019

APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL
BY: Dennis I. Floyd, Senior Deputy County Counsel

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 21st day of May, 2019.



DIANNE JACOB
Chairwoman, Board of Supervisors
County of San Diego, State of California

The above Ordinance was adopted by the following vote:

AYES: Cox, Jacob, Gaspar, Fletcher, Desmond

ATTEST my hand and the seal of the Board of Supervisors this 21st day of May, 2019.

ANDREW POTTER
Clerk of the Board of Supervisors

By 

Teresa Zurita, Deputy



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