

ORDINANCE NO 9912 (NEW SERIES)

AN ORDINANCE DESIGNATING THE CLASSES, AUTHORIZED POSITIONS AND PROVIDING FOR THE COMPENSATION OF OFFICERS, ASSISTANTS, DEPUTIES, CLERKS, ATTACHES AND OTHER PERSONS EMPLOYED IN THE OFFICES, DEPARTMENTS AND INSTITUTIONS OF THE COUNTY OF SAN DIEGO AND PROVIDING RULES AND REGULATIONS RELATIVE THERETO AND REPEALING ALL RESOLUTIONS AND ORDINANCES INCONSISTENT THEREWITH.

Section 1. Section 1.1.3 of the Compensation Ordinance is hereby amended to read as follows:

- (1) "Appendix One" is the Salary Schedule by Job Code Report (Salary Schedule) that contains a list of classes in the Classified and Unclassified Services along with class numbers, hourly, biweekly or annual salary rates applicable within the range; and designations showing whether eligible for variable entrance step, representation status, eligibility for overtime, and eligibility for a benefit program.
- (2) "Appointing Authority" is the head of a department, office, board or commission who has the power by law or lawfully delegated authority to make appointments to or remove persons from County service.
- (3) "Appointment, Permanent," and "Appointment, Temporary" have the meanings respectively ascribed to them in Sections 4.2.4, 4.2.6 and 4.2.7 of Rule IV, of the Rules of the Civil Service.
- (4) "Biweekly Pay Period" is the 14-day period commencing Friday, July 10, 1959, and ending at midnight of the second Thursday thereafter, and each subsequent 14-day period.
- (5) "Board" is the Board of Supervisors of the County.
- (6) "Broadband Class" is a classification with only minimum and maximum salary rates where salary placement is determined according to the guidelines established by the Director.
- (7) "Class" is a position or group of positions similar with respect to duties and responsibilities. Synonymous with "classification."
- (8) "Classified Service" is all appointments in the County service not specifically included in the Unclassified Service in the County Charter, Section 908.2.
- (9) "Commission" is the San Diego County Civil Service Commission.
- (10) "Compensation" is any salary, wage, fee, allowance, or other emolument paid to an employee for performing the duties and exercising the responsibilities of a position.
- (11) "Continuous Service" is County service in a regular status uninterrupted by separation. However, that continuous service immediately prior to separation of a permanent/regular employee because of disability retirement or layoff shall be counted in computing the continuous service of such permanent employee if he/she returns to County service in a regular status within three (3) years of separation. Continuous Service for the purposes of this Compensation Ordinance shall mean "Service Date".
- (12) "County" is the County of San Diego.
- (13) "County Department" or "Department of the County" includes office, department, agency and institution of the County.

- (14) "County Service" is the Classified and Unclassified Services.
- (15) "Director" means the Director, Human Resources.
- (16) "Domestic Partner" means the employee is in a recognized domestic partnership having: (a) Registered a domestic partnership with the State of California per California Family Code, Section 297-297.5; or (b) Submitted a signed "Affidavit for Enrollment of Domestic Partners" to the Benefits Division, Dept of Human Resources.
- (17) "Employee" includes all officers and employees of the County of San Diego.
- (18) "Fiscal year" is the period commencing on July 1st and ending on June 30th next following.
- (19) "High Water Mark" is the number of vacation credits each employee possessed at the conclusion of a specified pay period.
- (20) "Overtime Code Designator" are codes ("E", "N" and "X") that indicate the rules governing eligibility and the compensation for overtime.
- (21) "Paid Service" is actual time worked, paid holidays, paid leave of absence, and compensatory time off, followed by a return to work. Paid service shall not include overtime worked or standby time.
- (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 and Controller and published on the County's intranet.
- (23) "Permanent Part-Time" is a Classified employee that has attained permanent status and works fewer hours weekly/biweekly than the number of hours designated for a full regularly scheduled work period.
- (24) "Permanent Status" indicates an employee has successfully passed a probationary period and has maintained continuous service.
- (25) "Present Employment" is the most recent continuous service upon entry or re-entry into County service.
- (26) "Range" is the salary rates, from entry to top, for each class as established in Sections 2.1.1 and 3.1.
- (27) "Rate" or "Rate of Compensation" are the specific base amount of compensation (calculated biweekly, hourly, or as a special rate) established for a specific period of work, exclusive of added premiums or pay for special conditions.
- (28) "Regular Employee" is an employee who has attained permanent status or a new probationary employee eligible for benefits.
- (29) "Reinstatement" is the reappointment of a person to make them whole, accompanied with the restoration of seniority points or rights.
- (30) "Rules" are the Rules of the Civil Service.
- (31) "Service Hours and /or Hours of Service" for the purposes of this Compensation Ordinance shall mean any paid time, excluding overtime hours. Service hours also include Short-term Voluntary Work Furlough and Voluntary Time Off hours.

- (32) “Standard Hours” (“Normal/Regular Hours”) is the number of hours per week an employee is authorized to work by the Appointing authority.
- (33) “Standard Work Day” is either: 1) eight (8) consecutive hours of work exclusive of a lunch period in a consecutive 24-hour day or, 2) eight and one-half (8½) hours of work (no split shifts) in twenty-four (24) hours.
- (34) “Step” or “Salary Step” is a rate of compensation at prescribed increments within a range.
- (35) “Step Class” is a classification with 1 or more salary steps.
- (36) “Temporary Appointment” is a time limited appointment provided for in the Civil Service Rules which may be utilized for either regular (benefited) or temporary (hourly) employees.
- (37) “Temporary Employee” is an employee with an hourly pay status who is not eligible for benefits.
- (38) “Unclassified Service” includes all classes in the County Charter exempted from the Classified Service.
- (39) “Variable Entry” is an employee’s hourly rate of pay when approved for a rate above the normal entry step/rate for that class based on the employee’s education/experience and established criteria for salary placement in the class.
- (40) “Work Period” is the number of hours in a work period (7 or 14 days) that an employee is authorized to work.

(41)

Abbreviations used in this ordinance shall have the following respective meanings:	
“AE”	- Appraisal, Electronic Data Processing, Fiscal and Purchasing Unit
“AM”	- Child Support Program Attorney Unit
“AS”	- Child Support Program Attorney Supervising Unit
“CC”	- Deputy County Counsel Unit
“CE”	- Confidential Employees
“CEM”	- Confidential Employee, Management
“CL”	- Clerical Unit
“CM”	- Construction, Maintenance, Operations & Repair Work Unit
“CR”	- Crafts Unit
“CS”	- Deputy County Counsel Supervisors Unit
“DS”	- Deputy Sheriffs Unit
“DA”	- District Attorneys Unit
“DI”	- District Attorney Investigator’s Unit
“DM”	- District Attorney Investigator’s Middle Management Unit
“EO”	- Elected Officers
“EM”	- Executive Management
“FS”	- Food Services Unit
“HS”	- Health Services Unit
“MA”	- Management Employees
“MM”	- Middle Management Unit

(41) Abbreviations used in this ordinance shall have the following respective meanings:

“NA”	- Not Represented Administrator
“NE”	- Not Represented Executive
“NM”	- Not Represented Manager
“NR”	- Not Represented
“NS”	- Not Represented Support
“PD”	- Public Defender Unit
“PM”	- Public Defender Management Unit
“PO”	- Probation Officers Unit
“PR”	- Professional Unit
“PS”	- Public Service Unit
“RN”	- Registered Nurses Unit
“SM”	- Sheriffs Management Unit
“SO”	- Supervising Probation Officers Unit
“SS”	- Social Services Supervisors Unit
“SW”	- Social Workers Unit
“UM”	- Unclassified Management

When used in the Appendix or Salary Schedule, these abbreviations show, in the column headed "Union Code," the representation status of the classes so designated, whether represented by a recognized employee organization, or not (e.g., CE, CEM, EM, NA, NE, NR, UM etc.).

Section 2. Section 1.1.9 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.1.9 INCONSISTENT LANGUAGE – CHARTS/TABLES. Charts and tables are used for illustrative purposes in various sections of this Ordinance. To the extent that any portion of a chart or table is inconsistent with language in the sections themselves, the language of the section will control over the chart or table.

Section 3. Section 1.2.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.2.3: BIWEEKLY/REGULAR AND HOURLY RATE.

- (a) Biweekly/Regular Employees. The following employees shall be paid at a biweekly rate, unless a special rate of pay is provided for the position to which appointed:
- (1) Employees having a permanent appointment to a full-time or regularly scheduled part-time position of forty (40) or more hours in each biweekly pay period.
  - (2) Employees having attained permanent status who are temporarily appointed to a full-time or regularly scheduled part-time position of forty (40) or more hours in each biweekly pay period.
  - (3) Employees having a certified temporary appointment to a full-time or regularly scheduled part-time position of forty (40) or more hours in each biweekly pay period.
- (b) Hourly/Temporary Employees.

- (1) All other employees, except those paid at a special rate, are hourly rate employees.
- (2) The hourly rate is computed by dividing the applicable biweekly rate of pay by the number of working hours in a normal biweekly pay period for full-time employees for such class. Any fraction of a cent in the resulting quotient shall be rounded upward to the next cent.

Section 4. Section 1.2.4 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.2.4: FULL COMPENSATION. The compensation provided for herein shall be in full for all official services performed. Any additional amounts received by any County employee for any official service shall be paid into the County Treasury and placed to the credit of the general fund unless some other fund is especially designated by law.

Section 5. Section 1.2.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.2.7: CLASSES EXEMPT FROM FLSA. For purposes of clarifying the meaning of Section 1.2.6 (Compensation Authorized by Ordinance) and the meaning of the provisions of this Compensation Ordinance prior to the March 1, 1990 operative date of Section 1.2.6, compensation authorized by law for employees in classes exempt from the provisions of the federal Fair Labor Standards Act (FLSA) who are subject to the salary test set forth in the FLSA regulations includes compensation for periods of absence from work of less than one full regularly scheduled work day for such employees where they have no accumulated paid leave credits applicable to such absence. These employees are salaried employees within the meaning of the FLSA and thereby are entitled to this compensation pursuant to the provisions of the FLSA and its implementing federal regulations. This section merely clarifies compensation rights of employees exempt from FLSA as such rights have existed pursuant to federal law and this Compensation Ordinance.

Section 6. Section 1.3.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.1: APPLICATION. This article shall only apply to those classifications that are identified as step classes, and shall not apply to placement within broadband classifications (see 1.4.15, Salary Advancement within Range for Designated CE, CEM, and MA Classes). Step placement shall not be made at a level below the minimum or above the maximum range for any classification.

Section 7. Section 1.3.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.2: UPON INITIAL APPOINTMENT.

- (a) The normal entry step for all appointments shall be at Step 1 of the range prescribed for the class unless otherwise provided herein.
- (b) The Director may prescribe a normal entry step other than Step 1. When the Director so acts, and if funds are available, and if the Director has not found it to be unwarranted, commencing the effective date of such determination:
  - (1) All employees in the class paid at a step lower than the new normal entry step prescribed by the Director shall have their compensation raised to that step; and
  - (2) Each employee who has earned two or more step advancements within range for his/her present class as a result of at least one year's satisfactory service, and who is paid at a rate equal to or less than the new normal entry step, shall have his/her compensation raised to the step next above the new normal entry step. This provision

shall not apply to an employee with less than three (3) months of service in his/her present class unless expressly authorized by the Director.

- (c) The Director may designate classes to which appointments may be made at any step of the range prescribed for the class. Designated classes shall be indicated by "Y" in the column headed "VARIABLE ENTRY" in the Salary Schedule. Designated Variable Entry classes shall have step criteria approved by the Director.
  - (1) Appointing authorities may not make appointments at a step above the normal entry step for such classes, unless approved by the Director.
  - (2) If an appointment is made above the normal entry step based on Variable Entry criteria, all employees in the class who were appointed at the normal entry step and whose qualifications would have merited their appointment to a step above the normal entry step shall advance on the first day of the next succeeding biweekly pay period to an appropriate higher step determined by the Director.

Section 8. Section 1.3.4 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.4: SPECIAL CONDITIONS FOR STEP PLACEMENT FOR PROMOTIONS, TRANSFERS TO A DIFFERENT CLASS AT THE SAME SALARY RANGE, AND DEMOTIONS. Each of the following conditions apply to the entitlements established by Sections 1.3.5 (Promotion), 1.3.6 (Transfer), and 1.3.7 (Demotion):

- (a) The previous appointment must have been other than provisional or emergency.
- (b) The employee shall be placed at a step at least as high as if he/she were entering County Service in the different class.
- (c) The employee shall not receive compensation in excess of the maximum step established for the different class.

Section 9. Section 1.3.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.6: TRANSFER.

- (a) "Transfer" shall mean the movement of an employee where the employee's rate of pay does not change, but the employee is moving from either:
  - (1) One classification to another classification where the top of the salary ranges for both classifications are the same; or
  - (2) One department to another department within the same classification.
- (b) An employee moving from one position to another position within the same department (business unit) and the employee's classification is not changing, is not considered a transfer and shall be deemed to be a reassignment, with no change in compensation.
- (c) An employee placed on a transfer list pursuant to Civil Service Rule III, Section 3.2.6(a)(3) (Transfer List), who is subsequently appointed from the transfer list, is transferred and not promoted. The step shall be set at the step in the former class to which the employee would have advanced if the employee had remained in the former class.

Section 10. Section 1.3.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.7: DEMOTION. "Demotion" means a change in appointment to a class having a lower top prescribed pay rate.

- (a) A demoted employee's step shall be set at the same step for the demoted class as for the former class, except that the step shall not be set lower than the normal entry step, or higher than the top step of the class into which the employee is demoting.
- (b) If the demotion is to the class in which the employee served immediately prior to being promoted, the demoted employee's step shall be set at the step held immediately prior to promotion.
- (c) Where an employee has received a letter of layoff and accepts a demotion rather than layoff, the employee's step shall be set at the hourly rate closest to, but not greater than, the base hourly rate held by the employee prior to demotion.
- (d) Where an employee who is otherwise eligible for a disability retirement from the County, elects to take a demotion rather than a full disability retirement, the employee's step shall be set at the hourly rate closest to, but not greater than, the base hourly rate held by the employee prior to demotion.
- (e) Where an employee, who is currently in a broadband classification, voluntarily demotes to a step classification the employee's hourly rate shall be set at the closest step to their current hourly rate without losing money and not exceeding the range of the class into which the employee is demoting.
- (f) If the Director determines that application of this section results in an inequitably low rate as compared to other employees in the same class, the Director may place such employee at the most equitable step.

Section 11. Section 1.3.8 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.8: "Y" RATE. "Y" step means a rate of pay in excess of the top step for a class. Persons assigned a "Y" step shall remain at that rate of pay above the authorized range while they remain in that class, until that rate of pay comes within the salary range for that class.

Section 12. Section 1.4.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.4.1: APPLICATION. This section applies to:

- (a) Initial salary placement and subsequent salary adjustments to employees in Broadband classes;
- (b) Subsequent step advancement for employees in Step classes.
- (c) This section does not apply to Section 3.5.2 (Executive/Unclassified Management Compensation Plan)

Section 13. Section 1.4.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.4.2: "SERVED IN CLASS" DEFINED.

- (a) An employee has served in class when:
- (1) Performing actual service, that is, the performance of assigned duties;
  - (2) Performing service in a class with the same or higher maximum salary while on leave without pay from the class for which the salary step is being determined;
  - (3) Performing service in any two or more classes prior to their being combined into the one class for which the salary step is being determined;
  - (4) Performing service in a class prior to its division into two or more classes, for one of which the salary step is being determined;
  - (5) Performing service in any other class with the same or higher maximum salary immediately prior to the period for which the salary step is being determined;
  - (6) On leave of absence with pay;
  - (7) On short-term Voluntary Work Furlough;
  - (8) On holidays;
  - (9) On military leave; or
  - (10) On Graduate Stipend Leave for social services-related work pursuant to Section 4.2.7 (Social Services Graduate Stipend Leave).
- (b) "Served in class" does not include:
- (1) Service prior to resignation from the County;
  - (2) Service in a class prior to removal from it for unsatisfactory service;
  - (3) Service as a former temporary employee occurring prior to any interruption of two years or more;
  - (4) Leave without pay/Unpaid Leave unless authorized in subparagraph (a) above.

Section 14. Section 1.4.3 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.4.3: ADVANCEMENT WITHIN RANGE: BIWEEKLY RATE EMPLOYEES.**

- (a) Employed Before July 1, 1974. Persons employed as of June 30, 1974, paid at a biweekly rate, having an appointment as a result of blanketing-in, suspension of competitive examination, or certification from an eligible list, who have served in class for at least twenty-six (26) weeks at Step 1, 2, 3, or at least fifty-two (52) weeks at Steps 4, 5, or 6, shall advance on the first day of the next succeeding biweekly pay period to the next higher step within the range prescribed herein for the class. This provision shall apply as long as the employee has unbroken service, even though the employee may change class.
- (b) Employed July 1, 1974 or Subsequently. Persons employed on July 1, 1974 or subsequently paid at a biweekly rate, having an appointment as a result of suspension of competitive examination, or certification from an eligible list, and who have served in class for at least twenty-six (26) weeks at Step 1, or at least fifty-two (52) weeks at Step 2, 3, 4, 5, 6, 7 and 8 shall advance on the first day of the next succeeding biweekly pay period to the next higher step



within the range prescribed herein for the class.

Section 15. Section 1.4.4 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.4.4: ADVANCEMENT WITHIN RANGE: HOURLY RATE EMPLOYEES.**

- (a) Employed Before July 1, 1974. Persons employed as of June 30, 1974, paid at an hourly rate, having an appointment as the result of blanketing-in, suspension of competitive examination, or certification from an eligible list, who have served in class for at least the number of hours equivalent to twenty-six (26) weeks of full-time service at Step 1, 2, or 3, or the number of hours equivalent to fifty-two (52) weeks of full-time service at Step 4, shall advance on the first day of the next succeeding biweekly pay period to the next higher step within the range prescribed herein for the class. This provision shall apply as long as the employee has unbroken service, even though the employee may change class.
- (b) Employed July 1, 1974 or Subsequently. Persons employed on July 1, 1974 or subsequently, paid at an hourly rate, having an appointment as the result of suspension of competitive examination, or certification from an eligible list, and who have served in class for at least the number of hours equivalent to twenty-six (26) weeks of full-time service at Step 1, or the number of hours equivalent to fifty-two (52) weeks of full-time service at Step 2, 3, or 4, shall advance on the first day of the next succeeding biweekly pay period to the next higher step within the range prescribed herein for the class.
- (c) Equivalent Hours. For the purposes of this section, the equivalent number of hours are:

<b>Biweekly Schedule</b>	<b>26-Week Schedule</b>	<b>52-Week Schedule</b>
80 hours	1040 hours	2080 hours
84 hours	1092 hours	2184 hours
85 hours	1105 hours	2210 hours
144 hours	1872 Hours or 72 24-hr. days	3774 hours or 156 24-hr. days
10 24-hr. days	3120 hours or 130 24-hr days	6240 hours or 260 24-hr. days

Section 16. Section 1.4.5 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.4.5: ADVANCEMENT WITHIN RANGE: DEPUTY SHERIFF CLASS 5746.**

- (a) Employees in Class 5746, Deputy Sheriff, having an appointment as a result of certification from an eligible list, shall advance within range as follows:
  - (1) Employees shall enter at Step 2.
  - (2) Following completion of service in class of at least the number of hours equivalent to fifty-two (52) weeks of full-time service, employees shall advance to Step 3.
  - (3) Following completion of service in class of at least the number of hours equivalent to

twenty-six (26) weeks of full-time service at Step 3, employees shall advance to Step 4.

- (4) Following completion of service in his/her class of at least the number of hours equivalent to fifty-two (52) weeks of full-time service at Step 4, 5, or 6, employees shall advance to the next higher step within the range.
  - (5) Following completion of service in his/her class of at least twelve (12) full months of continuous paid regular service at step 7, the employee shall advance to step 8 of the range prescribed for Class 5746. Step 8 shall be approximately ten percent (10%) above step 7. This rate shall be determined by multiplying the hourly rate at step 7 by a factor of 1.1 and rounding upward to the next cent any resulting fraction of a cent over .005.
- (b) Equivalent Hours. For the purpose of this section, the equivalent number of hours are the same as those set forth in Section 1.4.4(c) (Equivalent Hours).

Section 17. Section 1.4.9 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.4.9: EQUITABLE ADJUSTMENT. Upon request of the appointing authority if the Director determines that this Article 1.4 would result in the payment of an employee at an inequitable rate as compared to other employees in the same class or other comparable classes, the Director may adjust the salary of such employee to the step/rate that the Director determines most equitable; provided, however, that the Director shall not do so contrary to the general intent and spirit of this section.

Section 18. Section 1.4.10 of the Compensation Ordinance is hereby repealed.

SECTION 1.4.10: ADVANCEMENT WITHIN RANGE: CORRECTIONS DEPUTY SHERIFF CADET, CLASS NO. 5784.

Section 19. Section 1.4.12 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.4.12: ADVANCEMENT WITHIN RANGE: DEPUTY SHERIFF - DETENTIONS/COURT SERVICES. Every employee in class 5757, Deputy Sheriff – Detentions/Court Service, having graduated from an approved academy, shall advance within range as follows:

- (a) The employee shall enter at Step 1 on the first day of the first biweekly pay period following graduation from an approved Academy.
- (b) Following completion of twenty-six (26) weeks of full-time service at Step 1, the employee shall advance to Step 2.
- (c) Following completion of twenty-six (26) weeks of full-time service at Step 2, the employee shall advance to Step 3.
- (d) Following completion of at least fifty-two (52) weeks of full-time service at Step 3, 4, 5, or 6, the employee shall advance to the next higher step within the range prescribed for his or her class.

- (e) Following completion of service in his or her class of at least one hundred four (104) weeks of continuous paid regular service at Step 7, shall advance to Step 8 of the range prescribed for his or her class.
- (f) Following completion of service in his/her class of at least one hundred fifty-six (156) weeks of continuous paid regular service at Step 8, shall advance to Step 9 of the range prescribed for his or her class.

Section 20. Section 1.4.14 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.4.14: SALARY ADVANCEMENT WITHIN RANGE FOR DEPUTY COUNTY COUNSEL CLASSES

- (a) Annual Salary Advancement Based Upon Performance Standards.
  - (1) The appointing authority will determine, on an annual basis, whether to grant an hourly wage rate increased based upon the demonstrated satisfactory performance and achievement of goals of employees in the Deputy County Counsel and Senior Deputy County Counsel classes.
  - (2) Deputy County Counsel. An employee in the Deputy County Counsel classification shall be eligible, on an annual basis, for the appointing authority to determine whether to grant a five percent (5%) hourly wage rate increase not to exceed the maximum rate within the range of this classification.
  - (3) Senior Deputy County Counsel. An employee in the Senior Deputy County Counsel classification shall be eligible, on an annual basis, for the appointing authority to determine whether to grant a five percent (5%) hourly wage rate increase, not to exceed the maximum rate within the employee's respective hourly wage rate bracket. Each employee within the Senior Deputy County Counsel classification shall be paid at an hourly rate within the three (3) hourly wage rate brackets.
- (b) Salary Increases Based Upon Demonstrated Merit
  - (1) Eligibility for Meritorious Salary Adjustment. An employee serving in either the Deputy County Counsel or Senior Deputy Counsel classification is eligible for consideration of a meritorious salary adjustment increase in his/her hourly rate, not to exceed the maximum wage rate set for the salary range for the respective classification as described in the Salary Schedule
  - (2) Performance Based Standards Applicable to Meritorious Salary Adjustment.
    - (a) The amount of a meritorious based salary adjustment will be determined by the appointing authority based upon the employee's performance and achievement of goals pursuant to the Performance Based Criteria established by the appointing authority. This determination will be based upon a review of the employee's performance appraisals, established goals, legal professional experience, and type of duties assigned to the employee. The type of duties will include consideration of the difficulty of assignments/cases, team leader duties, and supervisory/management responsibilities.
    - (b) The appointing authority shall consider recommendations for a Meritorious Salary Adjustment made directly by the employee, the employee's immediate supervisor, or other supervisor in their reporting relationship to the appointing

authority after completion of the annual performance appraisal. The appointing authority may also consider recommendations for Meritorious Salary Adjustments at other times during the year.

- (c) The appointing authority shall notify employees of the names and dates of the employees receiving Meritorious Salary Adjustments at or about the time of the adjustment. At the request of the employee, the appointing authority will meet with the employee to discuss the reasons why he/she did not receive such as adjustment.

Section 21. Section 1.4.15 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.4.15: SALARY ADVANCEMENT WITHIN RANGE FOR DESIGNATED CE, CEM, AND MA CLASSES**

- (a) Annual Salary Adjustment. For CE, CEM, and MA classes with broadband salary ranges, the appointing authority, subject to the approval of the Director, shall establish two or more pay brackets within the salary range. The appointing authority will determine, on an annual basis, whether to grant a salary rate increase to a CE, CEM or MA employee based upon the demonstrated performance of the employee. The appointing authority may only advance an employee within his/her pay bracket pursuant to the provisions of this section, and such advancements shall not exceed (5%) percent annually.
- (b) Salary Increase Based on Merit. The appointing authority may approve a merit increase for an employee in a CE, CEM, or MA broadband class in an amount greater than five (5%) percent within the employee's bracket or to a higher bracket if the appointing authority, subject to the approval of the Director, has for each class
  - (1) Promulgated job-related criteria designed to measure the employee's skills and abilities, work assignments, and anticipated performance level, and
  - (2) The appointing authority has documented in writing the reasons the employee has satisfied the criteria to receive the merit increase.
- (c) General Rate Increase. Any percentage salary increase approved by the Board of Supervisors for employees in CE, CEM, or MA classes with pay steps shall also be extended to employees in broadband CE, CEM, or MA classes. The appointing authority shall process the necessary approvals to implement such increases.

Section 22. Section 1.5.1 of the Compensation Ordinance is hereby repealed.

**SECTION 1.5.1: WORK PERIODS.**

Section 23. Section 1.5.1 of the Compensation Ordinance is hereby added to read as follows:

**SECTION 1.5.1: WORK PERIODS.**

- (a) Work Day.
  - (1) The standard work day shall be eight (8) consecutive hours of work exclusive of a lunch period in a consecutive 24-hour day.
  - (2) For employees in eligible classes the work day shall generally be eight and one-half (8-

1/2 hours of work (no split shifts) in twenty-four (24) hours.

Eligible Classes: Classes designated DS.

(b) Meal Periods/Lunch. For employees in eligible classes meal/lunch periods are defined as follows.

(1) Uniformed Sworn Personnel Assignment as defined by the Sheriff. Meal periods for employees in uniform assignments shall be one-half (1/2) hour inclusive of their regular work day regardless of the length of their shift. Such paid meal periods shall generally be taken at approximately the middle of their scheduled shift as determined by supervision.

Eligible Classes: Classes designated DS and SM.

(2) Non-Uniformed Sworn Personnel Assignment as defined By the Sheriff. Meal periods for employees in non-uniform assignments shall be one-half (1/2) hour exclusive of their regular work day regardless of the length of their shift. Such unpaid meal periods shall generally be taken at approximately the middle of their scheduled shift as determined by supervision.

Eligible Classes: Classes designated DS and SM.

(3) The standard unpaid lunch period shall be one hour; however, alternatives to a one-hour unpaid lunch period may be allowed at the discretion of the Health & Human Services Agency when such alternatives meet operational needs.

Eligible Classes: Classes designated SW.

(c) Work Period. The standard work periods shall apply to both full-time and part-time employees as follows:

(1) Designator "N" Classes. For classifications with an overtime designator "N" (FLSA-covered), the standard work period is seven (7) consecutive days within which is included two (2) consecutive days of rest in a seven (7) consecutive day period. This work period shall be forty (40) hours, except as provided herein.

(2) Designator "E" Classes. For classifications with an overtime designator "E" FLSA-exempt (straight cash or comp), the standard work period is fourteen (14) consecutive days within which is included four (4) days of rest (two (2) instances of two (2) consecutive days of rest, each) in a fourteen (14) consecutive day period. This work period shall be eighty (80) hours.

(3) For employees in eligible classes the work period consists of two (2) five-day work weeks for a total of ten (10) work days which total eighty (80) hours and includes four (4) days of rest, consisting of two (2) two-day rest periods during the payroll period.

Eligible Classes: Classes designated AM, AS, CC, CS, DA, DI, DM, PD and PM.

(4) For employees in eligible classes the standard work period is fourteen (14) consecutive days, or eighty-five (85) hours, starting on a Friday and ending on Thursday, fourteen (14) days, or eighty-five (85) hours later. Biweekly compensation is based on a full-time schedule of eighty-five (85) working hours in each standard work period. Paid time is standard duty time worked plus any paid leave.

Eligible Classes: Classes designated DS and SM.

- (5) PO Classes. For employees in classifications designated PO the normal work period for employees in classes designated PO shall consist of fourteen (14) consecutive days within which is included four (4) days of rest in a fourteen (14) consecutive period.
- (a) 84 Hour Work Period. The appointing authority may assign employees in specified classes to a normal work schedule of seven (7) work days and seven (7) off-duty days or six (6) work days and eight (8) off-duty days at Juvenile Institutions per work period, in which event the employee's compensation shall be based on a full-time schedule of eighty-four (84) working hours per work period; and
- (i) During each of the workdays the employee shall be required to work at least ten (10) hours at Juvenile Institutions.
- (ii) Such employee may be authorized by the appointing authority to be absent from the place of duty during the employee's non-work period, provided the employee shall complete the hours of work in (a)(i) above required at the place of duty.
- (b) Sick leave and vacation leave balances shall not be recalculated upon changing from an eighty-four (84) hour schedule to an eighty (80) hour schedule and vice versa.
- (d) Non-Standard Work Period/Irregular and Fluctuating Work Schedules. For employees in eligible classes, non-standard work periods, irregular and fluctuating schedules are defined below:
- (1) The appointing authority shall have the discretion to authorize employees to work a non-standard work period. The decision by the appointing authority to approve a non-standard work period shall be on a case-by-case basis, and such non-standard work period shall further the interests of the County to provide available, timely, and quality services.
- Eligible Classes: Classes designated CC and CS.
- (2) For employees in exempt classes, overtime designator "E", when a mutually-agreeable irregular work schedule is adopted as the employee's routine work schedule, and such schedule results in the employee working more, or less, than forty (40) hours in a week, but which schedule totals eighty (80) hours in a biweekly pay period, the hours worked in the weeks which exceed forty (40) hours shall not be considered overtime.
- (3) Fluctuating Schedules. This provision shall apply to Class 5790, Sheriff's Sergeant, and Class 5780, Sheriff's Lieutenant, only. A schedule other than the normal eight and one-half (8-1/2) hours a day in a fourteen (14) day work period may be established provided that the schedule does not exceed eighty-five (85) hours in the fourteen (14) day work period with approval of the schedule by the Chief Administrative Officer. In those cases where the employee and the department agree to a routinely scheduled, flexible work schedule which results in more than forty-two and one-half (42-1/2) hours being worked in one week and less than forty-two and one-half (42-1/2) hours being worked in the subsequent work period, the hours in the week forty-two and one half (42-1/2) shall not be eligible for compensatory time off compensation unless the total number of hours worked in the work period exceed eighty-five (85). The provisions of subsection (c)(4) (Work Period) above shall not apply to changes made to mutually agreed to irregular schedules and shift assignments where the change has also been agreed to.

- (e) Payroll Period. The payroll period begins on the Friday which is the first day of the pay period and ends on a Thursday which is the last day of the pay period, and consists of ten (10) standard work days and four (4) days of rest during the fourteen (14) consecutive day payroll period.
- (f) Twenty-Four (24) Hour Operations. Employees who report to work on shifts which begin in one calendar day and end in the next shall be compensated for the entire shift for the date the shift begins.
- (g) Rest Periods.
  - (1) Wherever rest periods are allowed within working hours it is the policy to restrict them to not more than fifteen (15) minutes in midmorning and fifteen (15) minutes in mid-afternoon, or at corresponding times during the night shift.
  - (2) Employees are normally allowed rest periods within working hours restricted to fifteen (15) minutes during each four (4) hours worked. Rest periods shall be taken in accordance with the needs of the Department.

Eligible Classes: Classes designated PO.
  - (3) Employees work schedules shall provide for a rest period not to exceed fifteen minutes during each half-work day. The rest period is to be taken at approximately the midpoint of each half-work day, if work and coverage do not reasonably so permit then the period is to be taken as time is available, but not so as to shorten the work day or lengthen the lunch break. Rest areas shall be open to employees for use as such during regular work hours except when conferences have been scheduled for their use.

Eligible Classes: Classes designated SW.
- (h) Emergency Assignments. Nothing contained in this section shall be construed to affect in any manner whatsoever existing irregular work day or work week assignments required for necessary operations, nor shall it be construed to limit the authority of the department to make temporary assignments to different or additional locations, shifts or work duties for the purpose of meeting emergency situations over which the department has no control. However, such emergency assignments shall not extend beyond the period of such emergency.

Section 24. Section 1.5.2 of the Compensation Ordinance is hereby repealed.

SECTION 1.5.2: COMPENSATION FOR WORKING ON COUNTY HOLIDAYS.

Section 25. Section 1.5.2 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.5.2: COMPENSATION FOR WORKING ON COUNTY HOLIDAYS. Employees in eligible classes required to work on County holidays shall receive the following compensation for such work:

- (a) Cash and Compensatory Time.
  - (1) Holiday Worked on a Regularly Scheduled Work Day. For working on a holiday on an employee's regularly scheduled day, employees in eligible classes with overtime designator "N" who are designated cash payment for overtime at one and one half (1½) times their hourly rate, or in a class eligible to receive overtime premium compensation, shall earn, for each hour of the holiday worked, compensatory time off equivalent to the number of hours actually worked, but not to exceed one-tenth (1/10)

the number of hours in that employee's normal biweekly pay period. In addition, such employees shall receive cash compensation at one-half time rate for the number of hours compensatory time off was earned. Hours in excess of one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period shall be compensated pursuant to Section 1.6.2 Overtime and FLSA/Non-FLSA Compensatory Time.

- (2) Holiday Worked on a Regularly Scheduled Day Off. For working on a designated holiday that falls on an employee's regularly scheduled day off, employees in eligible classes with overtime designator "N" who are designated to receive cash payment for overtime at one and one-half (1½) times their hourly rate, or in a class eligible to receive overtime premium compensation, the employee shall receive cash at the rate of one and one-half (1½) times for all hours worked, not to exceed one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period. Hours in excess of one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period shall be compensated pursuant to 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).
- (3) For working on a holiday, those employees in eligible classes with overtime designator "E" shall earn compensatory time off equivalent to the number of hours actually worked but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period.

Eligible Employees. Employees in classes designated AE, CE, CEM, CL, CR, CM, FS, HS, MA, MM, PR, PS, SS, and SW.

- (b) Compensation for Holidays worked by Supervising Registered Nurses in the Middle Management (MM) Unit only. Compensation for holidays worked for employees in the Supervising Nurse Classes: (4544) Supervising Nurse and (4570) Supervising Public Health Nurse IV 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.
- (c) Compensation for Holidays Worked for RN Bargaining Unit. For working on a holiday, eligible employees shall be compensated at time-and-one-half times (1½) the employee's base hourly rate for each hour worked on the holiday up to a maximum of eight (8) hours or one-tenth (1/10) the number of regularly scheduled hours in the employee's standard work period, whichever is less. Time worked in excess of eight (8) hours on a holiday shall be compensated in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).
- (d) Compensation for Holidays Worked PO and SO Classes.
  - (1) Eligible employees coded to receive overtime at time and one half (1 ½) who are required to work on a day observed by the County as a holiday, shall be compensated at time and one-half (1½) times the employee's base hourly rate for each hour worked on the holiday up to a maximum of eight (8) hours, or one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period, whichever is less. Time worked in excess of eight (8) hours on a holiday shall be compensated in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).
  - (2) Eligible employees in classes coded to receive overtime at straight time compensatory time shall be compensated, for each hour worked on a holiday, one (1) hour of compensatory time or cash, not to exceed one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period. Time worked in excess of



eight (8) hours on a holiday shall be compensated in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).

- (e) Compensation for Holidays Worked DS Classes. Eligible employees who are required to work on a holiday, shall be compensated at time-and-one-half (1 ½) times the employee's base hourly rate for each hour worked on the holiday up to a maximum of eight and one-half (8½) hours or one-tenth (1/10) the number of regularly scheduled hours in the employee's standard work period, whichever is less. Time worked in excess of eight (8) hours on a holiday shall be compensated in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time).
- (f) Compensation for Holidays Worked SM Classes. Eligible employees who are required to work on a day observed by the County as a holiday, shall be compensated at straight time compensatory time for each hour worked on the holiday up to a maximum of eight-and-one-half (8½) hours, or one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period, whichever is less.
- (g) Compensation for Holidays Worked DI, DM Classes.
  - (1) For working a holiday, employees working in a class designated to receive cash payment for overtime at one and one half (1 1/2) times their hourly rate, or in a class eligible to receive overtime premium compensation, shall earn, for each hour of the holiday worked, compensatory time off equivalent to the number of hours actually worked but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period. In addition, such employees shall receive cash compensation at one-half (1/2) time rate for the number of hours compensatory time off was earned.
  - (2) For working on a holiday, those employees in a class not designated pursuant to subsection (1) above shall earn compensatory time off equivalent to the number of hours actually worked but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period.
- (h) Compensation for Holidays Worked CC and CS Classes. Eligible employees who work on a holiday shall be compensated, for each hour worked on a holiday, one (1) hour of compensatory time, not to exceed one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period.
- (i) Part-Time Employees. Permanent part-time employees compensated holiday time shall be equivalent to one-tenth (1/10) the number of regularly scheduled hours in that employee's biweekly pay period during which the holiday occurred.
- (j) Such compensation is in addition to the paid holiday compensation provided in Section 5.9.1 (Holidays), if the employee required to work on the County holiday is otherwise eligible for the paid holiday.
- (k) Holiday Worked Compensation Summary.

<b>Holiday Worked Compensation Summary</b>			
		<b>Holiday Falls on: Scheduled Work Day</b>	<b>Holiday Falls on: Regular Day Off</b>

Union Code	O/T Code	Cash 1.5	Cash 0.5/ Non-FLSA 1.0	Non-FLSA 1.5	Cash 1.0	Non-FLSA <sup>(a)</sup> 1.0	Cash 1.5	Cash 1.0	Non-FLSA <sup>(a)</sup> 1.0
		(HWA)	(HWB)	(HWC)	(HWD)	(HWE)	(HWA)	(HWD)	(HWE)
AE, CL, CR, CM, FS, HS, MM PR, PS, SS, SW	N		√				√		
*RN	N	√		√			√		
MM: *Supv Nurses	N	√		√			√		
PO, SO	N	√					√		
DS	N	√					√		
DI, DM	N		√				√		
CE, CEM, MA	N		√				√		
*SM	E				√	√		√	
*CEM, *MA, *MM, *PR	E				√	√		√	√
CC, CS	X					√			√
AM, AS, CC, CS, DA, EM, MA, NA, NE, NM, NS, PD, PM, UM	X								

**General Rules:**

- Holiday hours worked are limited to no more than one-tenth (1/10) of the employee's normal biweekly pay period. (Biweekly pay period work schedules may be: 80, 84 or 85. For detail see: 1.6.2(b) (Overtime Designators and Compensation for Overtime)).
- The above summary is in addition to the paid holiday compensation provided in Section 5.9.1 (Holidays) if the employee required to work on the County holiday is otherwise eligible for the paid holiday.

**Notes:**

- <sup>(a)</sup> *Non-FLSA Compensatory Time Accrual* is limited to number of hours actually worked, but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period.
- \* May be eligible for either Cash or Non-FLSA Comp Time accrual upon approval of appointing authority.

Section 26. Section 1.6.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.6.1: APPLICATION. Sections 1.6.3 (Call-Back), 1.6.4 (Standby), 1.6.5 (Night Shift Premium/Shift Differential) and 1.6.6 (Non-Routine Shift Change/Changes to Shift Assignment Schedules) of this article shall not apply to employees in the Unclassified County Service.

Section 27. Section 1.6.2 of the Compensation Ordinance is hereby repealed.

SECTION 1.6.2: SCHEDULED OVERTIME.

Section 28. Section 1.6.2 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.6.2: OVERTIME AND FLSA/NON-FLSA COMPENSATORY TIME.

- (a) Definition. Full-time and permanent part-time employees' overtime is authorized or ordered work actually worked by an employee which is in excess of the full regularly scheduled work period. No employee will be paid overtime unless he/she actually works more than the total number of hours in the full (40, 80 or more) work period as defined in Section 1.5.1 (Work Periods), or in specific instances provided below.
- (b) Overtime Designators and Compensation for Overtime. The following describes each overtime designator and the compensation for overtime in accordance with the overtime designator. The Salary Schedule contains a list of all classes. Each class is assigned an overtime designator in the column entitled "Overtime Eligibility." The designator identifies eligibility for overtime as one of the following types:
- (1) Designator "X" - Not Eligible for Overtime. Employees are not eligible for overtime and not eligible to accrue or accumulate compensatory time off.
  - (2) Designator "E" - Straight Cash or Compensatory Time Off.
    - (a) Employees in classes with overtime designator "E" are exempt from the Fair Labor Standards Act (FLSA) but eligible for Non-FLSA cash or compensatory time off on an hour-for-hour basis for authorized overtime worked. The decision to pay cash or compensatory time off shall be at the discretion of the appointing authority.
    - (b) Employees in eligible classes listed below are eligible for compensatory time off on an hour-for-hour basis for authorized overtime worked to be taken as authorized by the appointing authority. If granting compensatory time off would impair the effective operation of the department, or if authorizing payment of cash in lieu of compensatory time off would improve the operation of the department, the appointing authority, with the approval of the Chief Administrative Officer, may authorize the payment of cash at straight-time rates in lieu of compensatory time off. Cash payments shall not be made unless the required approvals are given prior to the time the overtime is worked.  
  
Eligible Classes: Classes designated SM.
    - (c) This provision shall not be construed to provide payoff of all or any portion of compensatory time balances unless specified otherwise in Subsection 1.6.2(l) (Cash Pay Off of Compensatory Time Balances) below.
  - (3) Non-Exempt Designator "N" - Premium Cash or Compensatory Time.
    - (a) Non-exempt employees covered by the FLSA are eligible for overtime at time and one-half (1½) cash or compensatory time off. The decision to pay cash or compensatory time off shall be at the discretion of the appointing authority.
    - (b) For employees in classes with non-exempt designator "N," cash payment shall be made at straight-time rates for all of the eligible employees' FLSA compensatory time balance upon termination. This payoff shall be at the average hourly rate received by the employee during the last three years of employment, or the final hourly rate, whichever is higher.
    - (c) Classes designated DI, DM. Eligible for cash compensation at one and one-half (1-1/2) rate for each hour of overtime worked over 85 hours in a work period. With the approval of the appointing authority, eligible employees in

classes with designator "N" may receive compensatory time off at one and one-half (1-1/2) rate in lieu of cash compensation. The appointing authority may approve the payment of cash at the regular hourly rate in lieu of compensatory time for any portion of an employee's accumulated FLSA compensatory time that has been on the employee's leave balance for more than thirty (30) days.

(c) Work Hours Required Before Overtime is Accrued.

Work Period Hours Required Before Overtime is Accrued								
Union Code	O/T Code	Reg Work Period		Full-Time Employee		Permanent Part-Time Employee		O/T Earned at:
		Days	Hours	Wk 1	Wk 2	Wk 1	Wk 2	
CEM, MA, PR, MM	E	14	80	80		80		1.0 after 80 hours
SM (7K Exempt)	E	14	85	85		85		1.0 after 85 hours
AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PR, PS, RN, SS, SW	N	7	40	40	40	40	40	1.5 after 40 hours
PS classes: 5726, 5727, 5728, 5729 (Public Assistance Investigator Trainee, I, II and Supervisor)	N	14	80	80		80		1.5 after 80 hours
7J Exempt employees (San Diego County Psychiatric Hospital)	N	14	80	80		80		1.5 for any hours worked over 8 hours in a day.
PO, SO	N	14	80/84	80/84		80/84		1.0 after 80 hours, then 1.5 after 84 hours.
DI, DM (7K Exempt)	N	14	80	80		80		1.0 after 80, then 1.5 after 85 hours.
DS (7K Exempt)	N	14	85	85		85		1.5 after 85 hours
AM, AS, CC, CS, DA, EM, NA, NE, NM, NS, PD, PM, UM	X	N/A	N/A	N/A	N/A	N/A	N/A	Not Eligible for Overtime

(d) Residential Care Facilities. Employees employed in a County hospital or facility primarily engaged in the care of persons who are sick, the aged, or the mentally ill, who reside on the premises, may be compensated at a rate not less than one and one-half times (1 ½) the regular rate for any work actually performed in excess of either eight (8) hours in any workday and in excess of eighty (80) hours in a fourteen (14) consecutive day work period.

(e) Irregular Schedules.

(1) Non-Exempt Employees. When an eligible employee is assigned by his/her appointing authority to a work schedule which results in more than forty (40) hours being worked in any workweek, the hours in the week over forty (40) shall be paid as overtime. Nonexempt employees shall not be assigned a regular work schedule that has more than 40 hours in one week.

Eligible Classes: Classes with overtime designator "N", excluding DI, DM, DS, PO, SO and employees covered under the 7J Exemption of FLSA.

- (2) Exempt Employees. When an eligible employee and his/her appointing authority agree to a routinely scheduled, flexible work schedule which results in more than forty (40) hours being worked in one (1) week and less than forty (40) hours being worked, in the subsequent week, the hours in the week over forty (40) shall not be paid as overtime unless the total number of hours worked in the biweekly pay period exceeds eighty (80).

Eligible Classes: Classes with overtime designator "E".

- (f) Hourly Rate Employees. An appointing authority may require or authorize an hourly rate employee to work more than the normal full-time work schedule for his/her class and position.

- (g) Method of Calculation.

- (1) Recording and Authorization. Overtime shall be recorded in units of hours and tenths of hours. Overtime must be for work ordered or approved in advance by the appointing authority. The appointing authority shall keep current records of each instance of overtime worked, the reason therefor, by whom authorized, and the date and duration of compensatory time off allowed and/or cash compensation paid.

- (2) More Than One Class. Overtime earned by an employee who is employed in more than one class shall be computed in the manner provided in this section for each class separately.

- (3) Exclusion of Leave from Hours Actually Worked for Overtime Purposes.

- (a) Classes Designated AE, CL, FS, MM, PR, PS and SS. Any absence including, but not limited to, paid sick leave, disability leave, bereavement leave, vacation, holiday, jury duty, reporting for a draft board, compensatory time off or the investigation, preparation or presentation of a grievance, or other release time granted for an employee to engage in lawful employee organization activity, or unpaid work furlough or any other paid or unpaid time off which may be infrequent, sporadic or unpredictable, shall not be counted as hours actually worked during a work period when establishing eligibility for any type of overtime compensation. (MM classes listed in the chart above are eligible for Holidays to count as time worked (See chart: 1.6.2(g)(4)(h) below: Hours Counted as Hours Worked for Overtime Purposes Non-Exempt Employees.)

- (b) Classes Designated CM and CR. Any absence including, but not limited to, paid sick leave, disability leave, bereavement leave, vacation, jury duty, reporting for a draft board, compensatory time off or the investigation, preparation or presentation of a grievance, or other release time granted for an employee to engage in lawful employee organization activity, or unpaid work furlough or any other paid or unpaid time off which may be infrequent, sporadic or unpredictable, shall not be counted as hours actually worked during a work period when establishing eligibility for any type of overtime compensation.

- (c) Classes Designated HS. Any absence including, but not limited to, paid sick leave, disability leave, vacation, holiday, jury duty, reporting for a draft board, compensatory time off or the investigation, preparation or presentation of a grievance, or other release time granted for an employee to engage in lawful employee organization activity, or unpaid work furlough or any other paid or unpaid time off which may be infrequent, sporadic or unpredictable, shall not

be counted as hours actually worked during a work period when establishing eligibility for any type of overtime compensation.

- (d) Classes Designated PO. Any absence including, but not limited to, paid sick leave, disability leave, bereavement leave, vacation, holiday, jury duty, reporting for a draft board, compensatory time off, or unpaid work furlough or any other paid or unpaid time-off which may be infrequent, sporadic or unpredictable shall not be counted as hours actually worked during a work period when establishing eligibility for any type of overtime compensation.
  - (e) Classes Designated RN. Any absence including, but not limited to, paid sick leave, disability leave, vacation, holiday, reporting for a draft board, compensatory time off or the investigation, preparation or presentation of a grievance, or other release time granted for an employee to engage in lawful employee organization activity, or unpaid work furlough or any other paid or unpaid time off which may be infrequent, sporadic or unpredictable, shall not be counted as hours actually worked during a work period when establishing eligibility for any type of overtime compensation.
  - (f) Classes Designated SO. Paid leave (Article 4.2), including holidays and compensatory time off; investigation, preparation or presentation of a grievance; and authorized release time for negotiations do not count as hours worked for overtime purposes; that is, such hours shall not be considered time worked in the normal work week or standard work period when establishing eligibility for overtime compensation.
  - (g) Classes Designated SW. Any absence including, but not limited to, paid sick leave, disability leave, bereavement leave, vacation, holiday, jury duty, reporting for a draft board, compensatory time off, or unpaid work furlough or any other paid or unpaid time-off which may be infrequent, sporadic or unpredictable shall not be counted as hours actually worked during a work period when establishing eligibility for any type of overtime compensation.
- (4) Hours Counted as Time Worked for Overtime Purposes.
- (a) For employees in classes designated CE, CEM, MA, paid leave, holidays and compensatory time off shall count as hours worked for overtime purposes.
  - (b) For employees in classes designated DI and DM, sick leave, bereavement leave, vacation, holidays, compensatory time and any other paid time off shall count as hours worked for overtime purposes.
  - (c) For employees in classes designated PO and SW, investigation, preparation or presentation of a grievance and authorized release time for negotiations shall count as hours worked for overtime purposes.
  - (d) For employees in classes designated DS, sick leave, bereavement leave, vacation, and holidays, compensatory time off and any other paid time off shall count as hours worked for overtime purposes.
  - (e) For employees in classes designated HS, bereavement leave shall count as hours worked for overtime purposes.
  - (f) For employees in classes designated CM or CR, and for classes 3074 - Senior Mail Clerk Driver, 7069 - Wastewater Plant Operator III, 5885 - Building Maintenance Supervisor, 5900 - Sheriff's Supervising Heli/Air Mechanic,

6163 - Sr. Electronic Security & Systems Technician, 6149 - Telecommunications Technician III, holidays shall count as hours worked for overtime purposes.

- (g) For employees in classes designated RN, jury duty and bereavement leave shall count as hours worked for overtime purposes.
- (h) The following shall count as hours worked for overtime purposes for nonexempt employees in classes designated below:

Hours Counted as Time Worked for Overtime Purposes for Nonexempt Employees							
	PO	SW	CM	CR	HS	RN	MM (Designated Classes Only) 3074 Sr Mail Clerk Driver 5885 Building Maintenance Supv 5900 Sheriff's Supv Heli/Air Mech 6163 Sr Electronic Security & Sys Tech 6149 Telecommunications Tech III 7069 Wastewater Plant Operator III
Bereavement					√	√	
Holidays			√	√			√
Jury Duty						√	
Grievance (Investigation, Preparation, Presentation)	√	√					
Negotiations (Authorized Release Time)	√	√					

- (5) Part-Time Employees. Overtime compensation for part-time employees shall only be paid for ordered work performed in excess of the full regularly scheduled work period as set forth in Section 1.5.1 (Work Periods) and subsection 1.6.2(c) (Work Hours Required Before Overtime is Accrued) above. No permanent part-time employee will be paid overtime unless he/she actually works more than the total number of hours in the full (40, 80 or more) work period.
- (6) Calculation of Rate. Calculation of overtime shall be based on the employee's regular rate of pay. The regular rate shall include the base hourly rate for the employee's class plus all eligible premiums to which the employee is entitled for the overtime work performed.
- (h) Required Prior Approval of Overtime – Work Action. In the event of a concerted work action of employees, an appointing authority shall request and must receive approval of the Chief Administrative Officer prior to authorizing overtime to relieve a loss of work force due to an employee work stoppage, slowdown, sick out, or other interruption of operations or services. An appointing authority may authorize overtime deemed necessary for a period not to exceed 12 hours from such authorization in an emergency if the Chief Administrative Officer is unavailable. Approval of the Chief Administrative Officer must be received within 12 hours of such authorization for any further overtime to be granted.
- (i) Accrual Limits.
  - (1) To the extent the appointing authority authorized overtime and an employee is allowed to accrue and accumulate compensatory time off, such accumulation shall be limited to the following maximum number of hours at the beginning of any biweekly pay period:

Maximum Accrual Limit				
Overtime Code	Eligible Classes	FLSA	Non-FLSA	Floating Holiday
Classes designated "N" Nonexempt (FLSA Overtime)	AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PO, PR, PS, RN, SO, SS, SW	120	40	24
	DS	120	40	25.5
	DI, DM <sup>(a)</sup>	160		NA
Classes designated "E" Exempt (Straight Cash or Comp)	CEM, MA	N/A	40	24
	MM, PR	N/A	40	24
	SM	N/A	N/A	25.5
Classes designated "X" Exempt (Not Elig for Overtime)	AM, AS, DA, PD, PM <sup>(b)</sup>	N/A	N/A	24
	CC, CS	N/A	200	24
	EM, NA, NE, NM, NS, UM	N/A	N/A	24
<p><u>Notes:</u>  N/A = Classifications in that union code cannot accrue hours in that comp time bucket.  (a) DI and DM have their comp time balances placed into a consolidated bucket which has a total limit of 160 Comp Time hours. Employees who have accumulated compensatory time off balances in excess of 160 hours shall be paid in cash for FLSA overtime actually worked in excess of the authorized 160 hours.  (b) <u>Exception:</u> Classes designated AM, AS, DA, PD and PM were reassigned to OT Code "X" from "E" on July 1, 2001. Employees with existing (Non-FLSA) comp time balances at that time were allowed to retain their comp time hours.</p>				

(2) Balances Exceeding Compensatory Time Limits.

- (a) Balances at the beginning of any pay period which exceed the accrual limits above will automatically be reduced to the maximum accrual limit unless specified otherwise below or in Subsection 1.6.2(k) (Portability and Cash Pay Down of Compensatory Time Balances) below.
- (b) Notwithstanding the above, employees in classes designated AM, AS, DA, PD and PM shall retain all Compensatory Time balances earned prior to July 1, 2001.

(3) FLSA/Non-FLSA Overtime Hours.

- (a) Employees who have accumulated FLSA Compensatory time off that reach one hundred twenty (120) hours shall be paid cash for overtime actually worked over the maximum FLSA compensatory time balance of one hundred twenty (120) hours.

Eligible Classes: Classes designated AE, CL, CM, CR, DS, FS, HS, MM, PO, PR, PS, RN, SO, SS and SW.

- (b) Employees who transfer for any reason other than discipline or demote in lieu of layoff to a classification whose maximum allowable accumulation of compensatory time off is less than one hundred twenty (120) FLSA hours and (40) Non-FLSA hours, such employee shall be given a one year period after such transfer or demotion to reduce accumulated FLSA compensatory time off to the lower accumulation, notwithstanding Subsection 1.6.2(k) (Portability



and Cash Pay Down of Compensatory Time Balances) below.

Eligible Classes: Classes designated AE, CL, CM, CR, FS, HS, MM, PR, PS, RN and SS.

- (c) Non-FLSA Overtime Hours. When CC and CS employees in eligible classes are allowed to accumulate compensatory time off such accrual shall be limited to a maximum of two hundred (200) hours at the beginning of any payroll period. Balances which exceed two hundred (200) hours will automatically be reduced to two hundred (200) hours.
- (j) Non-FLSA Compensatory Time Accumulation.
- (1) Employees in classes designated DS, AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PO, PR, PS, RN, SO, SS and SW, designated “N” can accumulate a maximum of forty (40) hours of non-FLSA compensatory time off. The employee shall not be required to take off or be paid for such hours. Any non-FLSA compensatory time accumulated shall be accounted for separately from FLSA compensatory time. For employees in classes designated DS who have been authorized to use compensatory time, the time off shall be deducted first from employee’s non-FLSA compensatory time accumulation balances.
- (2) Employees in classes designated DS who have non-FLSA compensatory time in excess of the maximum allowable (40 hours) as of March 31, 2006, and classes designated AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PO, PR, PS, RN, SO, SS and SW, shall have until June 30, 2008, to bring accumulation balances to forty (40) hours. Failure to do so will result in the loss of non-FLSA compensatory hours in excess of forty (40) hours.
- (k) Portability and Cash Pay Down of Compensatory Time Balances.
- (1) Portability/Pay Down Summary. Employees moving between Service Types (Classified or Unclassified) or overtime designators may retain compensatory balances not to exceed the accrual limits of the new classification. Notwithstanding this section, the appointing authority may pay down FLSA overtime balances for unrepresented exempt (“E” and “X”) employees at any time. Pay down or balance transfers shall be administered as follows:

Portability and Cash Pay Down of Compensatory Time Balances Summary									
Employee’s Old Classification		Employee’s New Classification		Retain Comp Balance		Pay Down			Use Hours Prior to Transfer or Lose Hrs <sup>(a)</sup>
Service Type	O/T Code	Service Type	O/T Code	(Up to New Class’ Accrual Limit)		FLSA	Non-FLSA	Floating Holiday	
				FLSA	Non-FLSA				
Classified	N	Classified	N	Yes	Yes	Yes <sup>(b)</sup>	No	No	No
			E	No	Yes	Yes	No	No	No
			X	No	No	Yes <sup>(c)</sup>	No	No	Yes <sup>(d)</sup>
	E	Classified	X	No	No	Yes	No	No	Yes
			N	N/A	Yes	No	No	No	No
			E	N/A	Yes	No	No	No	No
			X	N/A	No <sup>(d)(e)</sup>	No	No	No	Yes <sup>(d)(e)</sup>

Portability and Cash Pay Down of Compensatory Time Balances Summary									
Employee's Old Classification		Employee's New Classification		Retain Comp Balance		Pay Down			Use Hours Prior to Transfer or Lose Hrs <sup>(a)</sup>
Service Type	O/T Code	Service Type	O/T Code	(Up to New Class' Accrual Limit)		FLSA	Non-FLSA	Floating Holiday	
				FLSA	Non-FLSA				
		Unclassified	X	N/A	No	No	No	No	Yes
	X	Classified	N	N/A	N/A	N/A	N/A	N/A	N/A
			E	N/A	N/A	N/A	N/A	N/A	N/A
			X	N/A	N/A	N/A	N/A	N/A	N/A
		Unclassified	X	N/A	N/A	N/A	N/A	N/A	N/A
Unclassified	X	Classified	N	N/A	N/A	N/A	N/A	N/A	N/A
			E	N/A	N/A	N/A	N/A	N/A	N/A
			X	N/A	N/A	N/A	N/A	N/A	N/A
		Unclassified	X	N/A	N/A	N/A	N/A	N/A	N/A

Footnote:

(a) Employee must use comp time and floating holiday hours or they will lose those in excess of the Comp Time limit of the new classification.

(b) Pay down if new FLSA limit is less than employee's old FLSA limit **unless** exempted in Subsection 1.6.2(i)(3)(b) (FLSA/Non-FLSA Overtime Hours). Notwithstanding this section, the appointing authority may pay down FLSA overtime balances for unrepresented exempt ("E" and "X") employees at any time.

(c) Employees AE, CL, CM, CR, FS, HS, MM, PR, PS, RN and SS. Employees who transfer for any reason other than discipline or demote in lieu of layoff to a classification whose maximum allowable accumulation of compensatory time off is less than one hundred twenty (120) FLSA hours and (40) Non-FLSA, such employee shall be given a one year period after such transfer or demotion to reduce accumulated FLSA compensatory time off to the lower accumulation.

(d) Employees moving from the Classified to Unclassified Services. Employees with Non-FLSA balances shall have one (1) year from the appointment date to use, or lose, Non-FLSA balances.

(e) Exception: Classes designated AM, AS, DA, PD and PM were assigned to OT Code "X" from "E" July 1, 2001. Employees with existing Non-FLSA comp time balances at that time were allowed to retain their comp time hours. These hours are treated like Classified Service "E" OT hours.

Note:  
NA = Not applicable. Classes with overtime designator "X" are not eligible to earn overtime.

(2) FLSA Comp Time.

- (a) External Transfers. When an employee with an FLSA (Designator "N") overtime balance has an external transfer between departments (Business Units), the employee shall use or the department sending the employee shall pay down FLSA hours in excess of the accrual limit for the employee's new class at the compensation rate prior to the transfer. (See Subsections 1.6.2(i)(2) (Balances Exceeding Compensatory Time Limits).)
- (b) Moving from Classified to Unclassified Service. Employees in the Classified Service who transfer into the Unclassified Service and have FLSA compensatory time accumulated while in the Classified Service must use that FLSA compensatory time or be paid for it prior to the date of the status change from Classified to Unclassified.
- (c) Moving from Nonexempt ("N") to Exempt ("E"). Employees in the Classified Service who are in a class with overtime designator "N" and move into

another Classified job code that has overtime designator “E” or whose current job code overtime designator is changed to overtime designator “E” through Board of Supervisor approval and has FLSA compensatory time accumulated, must use that FLSA compensatory time prior to the date of the status change or be paid for it prior to the date of the status change.

- (d) Request for Pay Down. An employee in classes designated eligible, who has reached eighty percent (80%) of the maximum accrual limit of compensatory time off, may request the appointing authority to pay off a specified amount of FLSA (“N” coded) compensatory time which was earned and credited while actually working in an overtime status. When pay off is approved by the appointing authority, it shall be paid on an hour for hour basis at the employee's current rate.

Eligible Classes: Classes designated AE, CL, CM, CR, FS, HS, MM, PO, PR, PS, RN, SO and SS.

- (3) Non-FLSA Comp Time. Non-FLSA (Designator “E”) compensatory hours are not eligible for cash pay down or transfer when an employee moves from the Classified Service to the Unclassified Service.

(1) Cash Pay Off of Compensatory Time Off Balances.

(1) General Principles.

- (a) FLSA compensatory time hours shall be paid off when an employee separates from service.
- (b) Non-FLSA compensatory time hours are NOT eligible for pay off when the employee separates from service except:
- (i) For employees in classes with designator "N" the appointing authority may, with the approval of the Chief Administrative Officer, authorize the payment of cash at straight-time rates for all or any portion of the eligible employees' non-FLSA compensatory time balance upon termination. This payoff shall be at the final hourly rate
- (ii) Layoff. The Board of Supervisors may approve the payment of cash in lieu of compensatory time off at straight-time for all or any portion of an employee's accumulated compensatory time off for any employee who is laid off when such payment is in the best interests of the public service.
- (iii) Death. For eligible employees in classes designated AE, CE, CEM, CL, CM, CR, DS, FS, MM, PR, PS, RN, SS, or SW, all non-FLSA compensatory time balances for "N" designated classes shall be paid off at the final hourly rate in the event of death of the employee.

(2) Cash Pay Off of Compensatory Time Summary.

Union Code	O/T Code	Cash Pay Off of Compensatory Time Balances Summary								
		Termination			Layoff			Death		
		FLSA Hours	Non-FLSA Hours	Floating Holiday Hours	FLSA Hours	Non-FLSA Hours	Floating Holiday Hours	FLSA Hours	Non-FLSA Hours	Floating Holiday Hours
AE, CE, CEM, CL, CM, CR, DS, FS, HS, MA, MM, PR, PS, RN, SS, SW	N	All	Subject to CAO approval	0	All	40	0	All		0
PO, SO		All		0	All	40	0	All	0	0
DI, DM		All		N/A	All		N/A	All		N/A
DS		All		0	All	40	0	All		0
CEM, MA, PR, MM	E	All	0	0	All	40	0	All	40	0
SM		N/A	0	0	N/A	40	0	N/A	40	0
AM, AS, CC, CS, DA, EM, NA, NE, NM, NS, PD, PM, UM	X	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

**Notes:**

1. FLSA hours are always paid off upon separation from service.
2. N/A - Classifications in that union code cannot accrue hours in that comp time bucket.
3. DI and DM have their floating holiday and holiday worked hours placed into a consolidated County Comp bucket which has a total limit of 160 Comp Time hours.

Section 29. Section 1.6.3 of the Compensation Ordinance is hereby repealed.

**SECTION 1.6.3: CALL-BACK.**

Section 30. Section 1.6.3 of the Compensation Ordinance is hereby added to read as follows:

**SECTION 1.6.3: CALL-BACK.**

(a) **Definition.**

- (1) Work required of an employee who, following the completion of the employee's work day and departure from the employee's work site, is ordered to report back to duty to perform necessary work. To qualify for this call-back provision, the employee must leave the place from which the employee is called and actually report to a work site. Neither changes in a shift or work schedule when at least fifteen (15) hours advanced notice is given, nor service performed on a regular standby shift, or from a voluntary listing on an available list shall constitute call-back work. Upon mutual agreement between the employee and the appointing authority, call-back overtime hours actually worked may be used to delay the start of the next work day.

Eligible Classes: Classes designated AE, CL, CM, CR, DI, DM, FS, HS, MM, PO, PR, PS, RN, and SS.

- (2) DS and SW Classes. The appointing authority may on occasion find it necessary to

contact an employee who is off duty and order the employee to report back to the work site to perform necessary services. To qualify for regular call-back compensation, they must have left the work site and be required to physically report back to a work site. Upon mutual agreement between the employee and the appointing authority, call-back overtime hours actually worked may be used to delay the start of the next work day.

- (b) Court Call-Back. Call back shall also include an order to appear before a court where the employee is representing the County and not on his/her regular shift.

Eligible Classes: Classes designated AE, CL, CM, CR, DI, DM, FS, HS, MM, PO, PR, PS, RN, and SS.

- (1) The Court may subpoena an employee to appear in Court on official business at a time which is outside the employee's regular work schedule. In addition, the prosecuting attorney may require the employee's presence to prepare its case at a time which is outside the employee's work schedule. To be eligible for court call-back, the employee must be required to respond to the Court's subpoena by appearing in court on County business outside the employee's regular work schedule.

Eligible Classes: Classes designated DS.

- (2) The Court may subpoena an employee to appear in Court on official business at a time which is outside the employee's regular work schedule. To be eligible for court call-back, the employee must be required to respond to the Court's subpoena by appearing in court on County business outside the employee's regular work schedule.

Eligible Classes: Classes designated SW.

- (c) Compensation/Calculation of Call-Back.

- (1) An employee who is called back as defined above, shall receive a minimum of three (3) hours time-and-one-half pay or comp time at time and one-half for a minimum of three (3) hours. The decision to pay for overtime worked in cash or compensatory time off shall be the sole discretion of the appointing authority, and is non-appealable by the employee.

Eligible Classes: Classes designated AE, CL, CM, CR, FS, HS, MM, PR, PS, RN, and SS.

- (2) Actual work performed in excess of three (3) hours shall be compensated as overtime at the same rate as such employees receive for scheduled overtime compensation, not subject to Section 1.6.2(g) (Method of Calculation).

Eligible Classes: Classes designated AE, CL, CM, CR, FS, HS, MM, PR, PS, RN, and SS.

- (3) DI and DM Classes.

- (a) An employee who is called back shall receive a minimum of three (3) hours time and one-half pay.

- (b) Actual work performed in excess of three (3) hours and not part of a regular work shift shall be compensated as overtime if the employee has actually worked more than eighty (80) hours inclusive of call-back work, in the work period.

- (4) DS Classes.
  - (a) Compensation for each call-back shall be based on a minimum of three (3) hours pay at time and one-half, even if the employee worked less than three (3) hours during the call-back.
  - (b) Employees, who are called back to appear in court shall be compensated for a minimum of three (3) hours pay at time-and-one-half or time actually spent in court, whichever is greater. When the court appearance requires attendance over the lunch hour, that period shall be considered as time worked.
  - (c) Changes in a shift or work schedule, when at least fifteen (15) hours advance notice is given, shall not constitute call-back work.
- (5) CE, CEM and SW Classes.
  - (a) Compensation for each call-back shall be based on a minimum of three (3) hours pay at time and one-half, even if the employee worked less than three (3) hours during the call-back.
  - (b) Time worked in excess of three (3) hours shall be compensated in accordance with Section 1.6.2 (Overtime FLSA/NON-FLSA Compensatory Time), except for CE and CEM, with a biweekly rate of pay which, at the top step, does not exceed \$2,144.00.
- (6) PO Classes.
  - (a) Employees who are called back shall be compensated at time and one-half (1½) cash for a minimum of three (3) hours when called back.
  - (b) Employees who are called back are entitled to full call back compensation, irrespective of paid time off, for all hours worked outside of the normal shift.
- (7) Medical Examiner Investigators. Medical Examiner Investigators contacted by the department during standby shifts and required to perform services without leaving their place of contact shall receive credit for a minimum of one hour at time-and-one-half pay. Only one call-back is applicable for each standby shift.

<u>Eligible Classes:</u>	
5740	Medical Examiner Investigator II
5741	Medical Examiner Investigator I

- (d) Additional Assignment While on Call-Back.
  - (1) An employee who is contacted while serving call-back work and is called to another site for additional duties, shall not be compensated for a second or subsequent call-back for this assignment. However, if the employee has left that work site, or sites, and is actually returning, or has returned, to his/her original point of contact, and is then called back again, the employee shall be compensated for an additional callback.  
  
Eligible Classes: Classes designated AE, CL, DI, DM, FS, MM, PR, PS, and SS.
  - (2) An employee called back again during the 3-hour period of an initial call-back, shall be compensated for three (3) hours of call-back duty only, except that if the second or subsequent call-back adds time worked beyond the initial three (3) hours, this time

shall be compensated in accordance with Section 1.6.2 Scheduled Overtime. Upon expiration of the first three (3) hours of a call-back, and provided the employee has gone off duty and left the work site, an additional call-back shall be compensated as for the initial call-back.

Eligible Classes: Classes designated SW.

- (e) Work Performed/Overtime at Place of Contact. An employee contacted by the department during his/her off-duty hours and required to perform services without leaving the place of contact, shall receive compensation for such time worked in the same manner such employees receive scheduled overtime compensation. To be eligible for such compensation, employees must be authorized and ordered by the department to perform such services.

Eligible Classes: Classes designated AE, CL, CR, CM DI, DM, FS, HS, MM, PR, PS, RN and SS.

- (f) Employees called back to duty shall, except for emergency situations, be given eight (8) hours rest in the 24-hour period which began at the start of their last normal shift. When an employee's next normal shift must be rescheduled to provide this eight (8) hours rest, non-routine shift change premium shall not be applicable.

Eligible Classes: Classes designated AE, CL, DI, DM, FS, HS, MM, PR, PS, RN SS and SW.

Section 31. Section 1.6.4 of the Compensation Ordinance is hereby repealed.

SECTION 1.6.4: STANDBY.

Section 32. Section 1.6.4 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.6.4: STANDBY.

- (a) Definition of Standby Duty and Critical Standby Duty.
  - (1) Normal Standby Duty. Standby duty means that an employee is assigned to specific hours outside the normal workweek/period assignment, during which the employee must remain where such employee can be contacted by telephone, ready for immediate return to work to perform an essential service.
  - (2) Critical Standby Duty. A standby shift is "critical" where the employee must report immediately upon being called to perform a service which cannot be delayed until the next normal working day, which service is so critical as to frequently mean the difference between life and death.
- (b) Standby Positions Designated. The Chief Administrative Officer must approve the designation of all standby and critical standby positions.
- (c) Standby Compensation.
  - (1) Normal Standby Duty. Employees in eligible classes listed below shall be paid the equivalent of one (1) hour compensation for each normal standby shift, provided such shift is not longer than the employee's normal workday. A normal workday is defined as at least eight (8) hours.
  - (2) Critical Standby Duty. Employees in eligible classes listed below shall be paid the

equivalent of one (1) hour compensation for each “critical” standby shift, provided such shift is not longer than the employee’s normal workday. A normal workday is defined as at least eight (8) hours.

- (3) Standby duty for eligible classes listed below shall not count as time worked, except to the extent that an employee is required to, and does, actually return to a work place and perform actual service. Employees assigned to standby shall not be entitled to call-back work compensation, unless otherwise specifically provided under the call-back provisions.

<u>Eligible Classes:</u>	
5792	Supervising Medical Examiner Investigator, and classes designated AE, CL, CM, CR, DI, DM, FS, HS, MM, PR, PS, RN, SS and SW; classes designated CE or CEM with a biweekly rate of pay which, at the top step, does not exceed \$2,144.00.

(d) Standby Duty At Place Of Contact.

- (1) An eligible employee contacted through the Health & Human Services Agency during standby duty hours and required to perform services without leaving the place of contact, shall receive compensation for such time worked in the same manner such employees receive scheduled overtime compensation. To be eligible for such compensation, employees must be authorized and ordered by the Health & Human Services Agency to perform such services.

Eligible Classes: Classes designated SW.

- (2) Medical Examiner Investigators. An eligible employee who is contacted by the department during a standby shift and required to perform services without leaving his/her place of contact shall receive credit for a minimum of one (1) hour at time-and-one-half pay. This payment shall be applicable only to the first such occurrence during each standby shift. A Medical Examiner Investigator may not be assigned standby duty of more than two (2) shifts per week.

<u>Eligible Classes:</u>	
5740	Medical Examiner Investigator II
5741	Medical Examiner Investigator I

- (3) Critical Standby Duty Compensation. The eligible classes listed below shall be designated as “critical” and, therefore, shall be compensated at the equivalent of two (2) hours compensation for each normal “critical” standby shift.

<u>Eligible Classes:</u>	
5740	Medical Examiner Investigator II
5741	Medical Examiner Investigator I
5738	Criminalist
5737	Criminalist II
5736	Criminalist III
5721	Forensic Documents Examiner
5734	Supervising Criminalist
5716	Forensic Evidence Technician



- (e) Application of Standby Compensation for Court Order or Subpoena. When an eligible employee is ordered through subpoena or by the District Attorney to remain available on standby for contact to report to a court to give required testimony, such employee shall be paid the equivalent of one (1) hour's compensation for each day such standby is served.

<u>Eligible Classes:</u>	
4517	Certified Nurse Practitioner
4525	Psychiatric Nurse
4538	Staff Nurse
4545	Sheriff's Detentions Certified Nurse Practitioner
4548	Sheriff's Detentions Nurse
5740	Medical Examiner Investigator II
5741	Medical Examiner Investigator I

- (f) Hazardous Incident Response Duty - Environmental Health Specialists: Employees in eligible classes contacted by the department and required to remain available on standby for hazardous incident response work, shall be compensated at Step 5 of the rate for class 4723 - Environmental Health Specialist III for each standby hour. Employees must possess current training and certification in hazardous incident response work to be considered eligible.

<u>Eligible Classes:</u>	
4722	Environmental Health Specialist II
4723	Environmental Health Specialist III

Section 33. Section 1.6.5 of the Compensation Ordinance is hereby repealed.

Section 1.6.5: NIGHT SHIFT

Section 34. Section 1.6.5 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.6.5: NIGHT SHIFT PREMIUM/SHIFT DIFFERENTIAL.

- (a) Definition. An assigned established schedule of work hours of which not less than one-half of the total number of hours are worked after 5:00 p.m. and before 8:00 a.m.
- (b) Eligibility. Only those employees designated in (c) (Compensation) below shall be eligible for night shift compensation. Night shift compensation shall not be paid for any standby duty nor to an employee receiving the premium established in Section 1.7.5 (Night Duty Compensation in Overnight Camping Parks).
- (c) Compensation. Eligible employees shall receive the following compensation in addition to the hourly rate of pay prescribed for the employee's classification. This premium shall apply to time worked and shall not apply toward paid time off, or to terminal payoff.
- (1) Employees shall be entitled to second (night) shift differential or third (graveyard) shift differential. Such shift differential shall be fifty-five cents (\$.55) per hour, in addition to the hourly rate of pay prescribed for the employee's classification. Second shift differential or third shift differential shall be paid to an employee who is assigned to an established second (night) shift or third (graveyard) shift where more than half of the hours of such shifts occur between 5:00 p.m. and 8:00 a.m.

Eligible Classes: Classes designated AE, CL, CM, CR, FS, HS, MM, PR, PS, SS or SW; classes designated CE or CEM whose biweekly rate of pay at the top step is not more than \$2,144.00.

- (2) Registered Nurse Shift Differential. Employees in the classes designated below shall be entitled to second (night) shift differential or third shift (grave yard) differential. The second shift differential shall be one dollar and twenty-five cents (\$1.25) per hour in addition to the hourly rate of pay prescribed for the employee’s classification. The second shift differential shall be paid to an employee who is assigned to an established second (night) shift where more than half the hours of the shift occur between 5:00 p.m. and 12:00 a.m. (midnight). The third shift (graveyard) shall be two dollars and twenty-five cents (\$2.25) for each hour worked on an established third shift where more than half the hours of the shift occur between 12:00 a.m. (midnight) and 8:00 a.m. This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

<u>Eligible Classes:</u>	
4517	Certified Nurse Practitioner
4525	Psychiatric Nurse
4526	Head Psychiatric Nurse
4527	Psychiatric Clinical Nurse Specialist
4538	Staff Nurse
4544	Supervising Nurse
4545	Sheriff's Detentions Cert. Nurse Practitioner
4548	Sheriff's Detentions Nurse

- (3) Retention/Recruitment Night Shift Premium. Employees in the eligible class below shall receive one dollar and fifty-five cents (\$1.55) for each hour worked on an established second (night) and/or third (graveyard) shift where more than half the hours of the shift occur between 5:00 p.m. and 8:00 a.m.

Eligible Class:

5091 Residential Care Worker Supervisor

- (4) Compensation for employees who work a scheduled night or graveyard shift when more than half of the hours of such shifts occur between the hours of 5:00 p.m. and 8:00 a.m. Compensation for working such established shifts shall be seventy-five (\$0.75) per hour for both second (night) shift and third (graveyard) shift.

Eligible Classes: Classes designated PO and SO.

Section 35. Section 1.6.6 of the Compensation Ordinance is hereby repealed.

SECTION 1.6.6: NON-ROUTINE SHIFT CHANGE

Section 36. Section 1.6.6 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.6.6: NON-ROUTINE SHIFT CHANGE/CHANGES TO SHIFT ASSIGNMENT SCHEDULES.

- (a) Non-Routine Shift Change. Where employees are scheduled in advance for a specific shift and

specific days off for any biweekly pay period and it becomes necessary for management to change such a shift or day off with less than fourteen (14) calendar days notice to meet operational needs or cover for unscheduled absences.

(1) Eligibility. Only those employees designated in (c) below shall be eligible for non-routine shift change compensation.

(2) Compensation.

(a) Employees in eligible classes shall receive a thirty dollars (\$30) premium.

Eligible Classes: Classes designated SO and SW; classes designated CE or CEM with a biweekly rate of pay which, at the top step, does not exceed \$992.80.

(b) Employees in eligible classes shall receive a thirty dollars (\$30) premium in addition to the prescribed biweekly salary for such employee's classification. This in no way affects an employee's right to callback or overtime.

Eligible Classes: Classes designated PO. Relief officers are exempt from this provision for non-routine shift change compensation.

(c) Employees in eligible classes shall receive a thirty-five (\$35) premium in addition to the prescribed biweekly salary for such employee's classification. This in no way affects an employee's right to call-back or overtime.

Eligible Classes:

Classes designated AE, CL, CM, CR, FS, HS, MM, PR, PS, RN, and SS.

(b) DS - Changes to Shift Assignment Schedules.

(1) Where Shift Assignment Schedules are regularly and routinely used, changes to such schedules shall be posted at least fourteen (14) calendar days prior to the effective date of the change. A newly-posted assignment schedule will generally not be changed within fourteen (14) calendar days unless such action becomes necessary to overcome unexpected operational problems. An unanticipated reduction in the number of personnel available for assignment caused by such factors as resignations, terminations, emergency leaves, major illness or serious injury of an officer exemplify unexpected operational problems permitting a change in schedule. An employee's new work week begins at the time the employee commences to work under a shift assignment schedule.

(2) Whenever an employee commences to work a new shift schedule which includes a day that would otherwise have been one of the employee's two (2) consecutive days of rest under the employee's former schedule, the employee shall receive overtime compensation for all time worked during either of the former schedule's two days of rest.

Section 37. Section 1.6.11 of the Compensation Ordinance is hereby repealed.

SECTION 1.6.11: NON-FLSA COMPENSATORY TIME ACCUMULATION.

Section 38. Section 1.7.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.1: TYPE A PREMIUMS: EXCEPTIONAL DUTY.

- (a) Definition. Type A Premiums compensate eligible employees for authorized duty performed which is identified and designated as exceptional in relation to the regular and routine duties of the employee's class, and required on an intermittent or temporary basis.
- (b) Method of Calculation. Premiums are paid in addition to the employee's base wage rate. Premiums designated as a percentage are calculated as a percentage of the employee's base rate for each individual premium. Premiums are not compounded or pyramided. Premiums are paid for time worked only and not for paid time off or terminal payoff unless specifically provided herein.
- (c) Eligibility. The employee must be in a class designated as eligible and must possess the requisite qualifications, skills, clearances, licenses, and/or certifications determined by the County to be necessary for the proper performance of the exceptional duty described herein below.

Section 39. Section 1.7.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.2: TEMPORARY SERVICE WITH REGISTRAR OF VOTERS. Any employee other than an employee of the Registrar of Voters, designated by the Chief Administrative Officer and temporarily assigned to work on a holiday or in addition to his/her regular work shift for the said Registrar in connection with any general, special or primary election, shall be paid in the manner established by this Section.

- (a) An employee in a class assigned overtime designator “N” pursuant to Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time) of the Compensation Ordinance shall receive compensatory time off hour for hour and cash compensation at a one-half time rate for the first eight (8) hours or less of such work, and cash compensation at one and one-half time rate for service in excess of the first eight (8) hours in a single shift.
- (b) An employee not in a class assigned overtime designator “N” shall receive compensatory time off hour for hour for all such work.

Section 40. Section 1.7.4 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.4: TOWER CLIMBING PREMIUM.

Employees in the classes listed below shall be paid an additional one dollar and fifty cents (\$1.50) per hour for time actually spent climbing telecommunications towers. This premium shall not apply towards paid time off or terminal payoff.

<u>Eligible Classes:</u>	
6148	Telecommunications Tech IV
6149	Telecommunications Tech III
6150	Telecommunications Tech II
6151	Telecommunications Tech I
6152	Telecommunications Tech Trainee

Section 41. Section 1.7.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.5: NIGHT DUTY COMPENSATION IN OVERNIGHT CAMPING PARKS.

- (a) Upon approval of the Director of Parks and Recreation, an employee in an eligible class shall be paid at a rate of two (2) hours pay for each night that he/she is assigned night duty as described herein in (c), (d), and (e) below at a County overnight camping park.

<u>Eligible Classes:</u>	
6342	Senior Park Ranger
6343	Supervising Park Ranger

- (b) Upon approval of the Director of Parks and Recreation, four (4) employees in an eligible class who are assigned to roving duty, shall be paid at a rate of one (1) hour of pay for each work day he/she is assigned at a County park.

<u>Eligible Classes:</u>	
6342	Senior Park Ranger
6343	Supervising Park Ranger

- (c) Night duty means that an employee is assigned to specific hours outside the normal work week during which he/she must remain in the camping park overnight to provide public safety and enforce park rules and regulations by performing related tasks and maintaining an on-call status;
- (d) Only one (1) employee will be assigned night duty in any one (1) park at any one time;
- (e) All hours worked by an employee while assigned night duty, to perform tasks above and beyond normal night duty assignments critical to maintaining public safety or enforcing park rules and regulations shall be compensated on an overtime basis;
- (f) This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

Section 42. Section 1.7.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.6: EQUIPMENT OPERATORS TOXIC SEALERS. An employee in Liquid Waste Class 7080 – Sanitation Regional Supervisor shall be paid at a rate of sixty cents (\$0.60) higher than prescribed for said class for each hour worked in immediate proximity exposure to toxic sealers.

Trucks carrying the sealing material shall be marked with signs according to appropriate State of California policies.

Section 43. Section 1.7.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.7: ASSIGNMENT PREMIUMS (CM UNIT ONLY). 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
- 7539 Construction & Services Worker III
- 7540 Construction & Services Worker II
- 7541 Construction & Services Worker I

- (b) Any employee in the San Diego Construction, Maintenance, Operations and Repair Unit (CM) who is required to work a twelve (12) hour shift when clearing snow from roads and required to remain at the work area during the twelve (12) off-duty hours, shall be paid three (3) hours pay for each such twelve (12) hour off-duty period.

Eligible Classes: Classes designated CM.

Section 44. Section 1.7.8 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.8: COMPENSATION FOR LUNCH TIME SUPERVISOR OF ADULT INSTITUTION RESIDENTS. Any employee, except Adult Institution employees who are scheduled to work more than forty (40) hours per week, who is required to supervise Adult Institution residents during his/her lunch period shall, at the employee's option be granted either equal compensatory time off, or be paid cash compensation for such work. The rate of compensation shall be computed in accordance with Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time) of the Compensation Ordinance.

Section 45. Section 1.7.10 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.10: HELICOPTER DUTY.

- (a) Helicopter Pilot. This Section establishes additional compensation for a properly qualified employee who is assigned to operate a Sheriff's Department helicopter as its pilot.
- (b) Helicopter Observer. This Section establishes additional compensation for an employee who is assigned to serve in a Sheriff's Department helicopter as an observer.
- (c) Eligibility. An employee must be assigned full-time duty as a helicopter pilot or observer to become eligible to receive this premium compensation.
- (d) Calculation of Premium. For each full standard work period of eighty-five (85) hours an eligible employee shall receive, in addition to his/her base biweekly rate:

Pilot:	\$166.60 biweekly, based on \$1.96/hour for an eighty-five (85) hour standard work period. Thereafter, the FLSA regular rate for overtime shall apply.
Observer:	\$56.10 biweekly, based on \$0.66/hour for an eighty-five (85) hour standard work period. Thereafter, the FLSA regular rate for overtime shall apply.

- (e) Duration. If the assignment is for more than one full standard work period, the biweekly premium shall be pro-rated if the assignment is ended prior to the completion of a second or additional full standard work period.

- (f) Eligible Classes. Employees in classes designated DS.

Section 46. Section 1.7.11 of the Compensation Ordinance is hereby repealed.

SECTION 1.7.11: HELICOPTER OBSERVER.

Section 47. Section 1.7.12 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.12: IN-SERVICE SHERIFF'S TRAINING PREMIUM.

- (a) A Deputy Sheriff or Deputy Sheriff-Detentions/Court Services, who has been designated by the Department as a Training Officer shall be compensated forty five dollars (\$45.00) biweekly, based on \$0.53/hour for an eighty-five (85) hour standard work period in addition to the regular rate of pay. Thereafter, the FLSA regular rate for overtime shall apply.
- (b) The premium bonus provided to Training Officers shall not be considered a permanent form of additional compensation. This bonus will only be provided to those officers actually designated by the appointing authority.
- (c) This premium shall apply to paid leave, but shall not apply to terminal payoff.

<u>Eligible Classes:</u>	
5746	Deputy Sheriff
5757	Deputy Sheriff - Detentions/Court Services

Section 48. Section 1.7.13 of the Compensation Ordinance is hereby repealed.

SECTION 1.7.13: TREE TRIMMER/MOTOR SWEEPER OPERATOR.

Section 49. Section 1.7.14 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.14: HANDLING OF EXPLOSIVE DEVICE/SUBSTANCE PREMIUM. This Section establishes additional compensation for a properly qualified employee who performs the functions required to neutralize any suspected or actual explosive device or substance.

- (a) Eligibility.  
An employee must be assigned full time duty as a member of the Arson/Explosive Unit or be an authorized member of the Department's Explosive-Detection K-9 Unit, to become eligible to receive this premium compensation.
- (b) Calculation of Premium.  
Additional compensation of four dollars and forty cents (\$4.40) per hour (pro rata for periods less than an hour) for time spent at the scene or location where an actual or suspected explosive device or substance must be neutralized.

<u>Eligible Classes:</u> Classes designated DS.
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Section 50. Section 1.7.15 of the Compensation Ordinance is hereby repealed.

Section 1.7.15: COUNTY PARK "ROVER" ASSIGNMENT.

Section 51. Section 1.7.16 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.16: SHERIFF'S DISPATCHER TRAINING PREMIUM. Eligible employees shall be paid an additional one dollar and fifty cents (\$1.50) per hour to provide training to newly hired staff in the areas of telephone and radio communications in the Sheriff's Communication Center. This type of training, which applies only to the Sheriff's Communication Center, is distinguished from what is considered typical training in that this training requires eligible employees to monitor trainees' work side-by-side on a telephone or radio console and prepare evaluations to be submitted to the Supervising Sheriff's Emergency Services Dispatcher in charge of training. This premium shall be paid for time worked only.

Eligible Classes:

- 2821 Sheriff's Communication Dispatcher
- 2822 Sheriff's Emergency Services Dispatcher

Section 52. Section 1.7.17 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.17: SHERIFF'S DISPATCHER LEAD PREMIUM. Eligible employees shall be paid ten percent (10%) of their base pay when assigned as a lead dispatcher responsible for staffing the radio or telephone master console in the Sheriff's Communications Center. This premium shall be paid for time worked and there shall be only a maximum of five (5) employees assigned as a lead dispatcher at any one time. Furthermore, employees receiving the lead premium shall not be eligible to receive the Sheriff's Dispatcher Training Premium (Section 1.7.16).

Eligible Class:

- |      |   |
|------|---|
| 2822 | Sheriff's Emergency Services Dispatcher |
|------|---|

Section 53. Section 1.7.18 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.18: SHERIFF'S DETENTIONS BOOKING PROCEDURES AND DETENTIONS INFORMATION ASSISTANT TRAINING PREMIUM.

- (a) Detentions Processing Technician: Eligible employees shall be paid an additional forty-five cents (\$0.45) per hour to provide training to newly hired staff in the areas of pre-book, book, pre-release, release and court paper preparation in the Sheriff's booking facilities. This type of training, which applies only to Sheriff's Detentions Processing Technicians, is distinguished from what is considered typical training in that this training requires eligible employees to monitor trainees' work side-by-side for review and understanding of all booking procedures and related detention and court process and prepare evaluations to be submitted to the Detention Processing Supervisor in charge of training. This premium shall be paid for time worked only.
- (b) Detentions Information Assistant: Employees shall be paid an additional forty-five cents (\$0.45) per hour to provide training to newly hired staff in the areas of receipt and disbursement of property, receipt and disbursement of monies, video conferencing and scheduling of visits. This premium shall be paid for time worked only.



Eligible Classes:

- 3002 Detentions Processing Technician
- 3001 Detentions Information Assistant

Section 54. Section 1.7.19 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.19 PRISONER TRANSPORTATION PREMIUM. This Section establishes additional compensation for a properly qualified employee assigned to the Sheriff's Department Prisoner Transportation Detail assigned to operate all of the rolling-stock equipment in the Sheriff's Department Prisoner Transportation Detail including equipment weighing thirty seven thousand four hundred (37,400) or more pounds, or equipment which is designed to transport forty (40) or more passengers including the driver.

- (a) Eligibility. Only an employee in Class 5746 (Deputy Sheriff) or 5757 (Deputy Sheriff - Detentions/Court Service) assigned to the Prisoner Transportation Detail who possess the required certification, and after receiving forty (40) hours of bus operation training along with two-hundred-forty (240) hours of phase training is eligible to receive this premium.
- (b) Calculation of Premium. A Deputy Sheriff or Deputy Sheriff-Detentions/Court Services shall be compensated three percent (3%) higher than the employee's base rate of compensation for each full standard work period so assigned. Periods of assignment for less than a full, standard work period shall be pro-rated. This premium shall apply to paid leave but shall not apply to terminal payoff.

Section 55. Section 1.7.20 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.20: MOTOR OFFICER PREMIUM.

- (a) A Deputy Sheriff, regardless of rank, who has been assigned as a motor officer shall be given four (4) consecutive hours per work week for home garaging and maintenance of their motorcycles. Said time shall be paid and considered time worked.
- (b) Deputies, regardless of rank, permanently assigned to a motor officer position shall have successfully completed a P.O.S.T. certified eighty (80) hour motorcycle riding training course. A deputy so qualified shall receive an additional seven and one-half percent (7.5%) in addition to the employee's base rate.

Eligible Classes: Classes designated DS.

Section 56. Section 1.7.21 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.21 CHILD SUPPORT OFFICER LEAD PREMIUM. Eligible employees shall be paid seven and one-half percent (7.5%) of their base pay when assigned as a lead Child Support Officer responsible for leading a team and providing technical training guidance to other Child Support Officers. This premium shall be paid only for time worked in a lead worker position.

Eligible Class:

- 2941 Child Support Officer

Section 57. Section 1.7.22 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.22: HAZARDOUS INCIDENT RESPONSE WORK - ENVIRONMENTAL HEALTH SPECIALISTS. Eligible employees who are assigned to perform hazardous incident response work shall be compensated at Step 5 of the rate for class 4723, Environmental Health Specialist III, for each hour actually worked performing hazardous incident response duties. To be considered eligible to perform this work the employee must possess current training and certification in hazardous incident response work.

Eligible Classes:

4722 Environmental Health Specialist II  
4723 Environmental Health Specialist III

Section 58. Section 1.7.24 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.24: CORPORAL ASSIGNMENT PREMIUM. A Deputy Sheriff or Deputy Sheriff-Detentions/Court Services, who has been designated by the Department as a Corporal shall be compensated an additional five (5%) percent in addition to the employee's base wage rate. This premium shall apply to paid leave, but shall not apply to terminal payoff.

Eligible Classes:

5746 Deputy Sheriff  
5757 Deputy Sheriff - Detentions/Court Services

Section 59. Section 1.7.25 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.25: DETECTIVE ASSIGNMENT PREMIUM. A Deputy Sheriff who has been designated by the Department as a Detective shall be compensated an additional five (5%) percent in addition to the employee's base wage rate. This premium shall apply to paid leave, but shall not apply to terminal payoff.

Eligible Class:

5746 Deputy Sheriff

Section 60. Section 1.7.26 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.26: ASBESTOS AND LEAD PAINT ABATEMENT. Employees assigned to asbestos and/or lead paint abatement work shall be compensated one dollar (\$1.00) per hour for each hour engaged in such assignment or work. This premium shall be paid only for time worked.

Eligible Classes: Classes designated CM and CR.

Section 61. Section 1.7.28 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.28: SHIFT LEADER PREMIUM. Eligible employees shall receive a differential of one dollar and seventy-five cents (\$1.75) per hour when assigned as a shift-leader. This premium shall not apply to paid leave and shall not apply to terminal payoff.

Eligible Classes: Classes designated PO.

Section 62. Section 1.7.31 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.31: HAZARDOUS INCIDENT RESPONSE TEAM (HIRT) DIFFERENTIAL. Eligible employees shall be paid ten percent (10%) of their base pay when assigned to the Hazardous Incident Response Team (HIRT). This premium shall be paid on paid time off during the employee's HIRT assignment but is not applicable to terminal payoff.

Eligible Classes:

4722 Environmental Health Specialist II  
 4723 Environmental Health Specialist III  
 4726 Supervising Environmental Health Specialist

Section 63. Section 1.7.32 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.32 ARMED UNIT DIFFERENTIAL

Eligible employees assigned to a position in an Armed Unit that requires the carrying of a firearm shall be paid at a rate which is two and one-half (2.5%) percent higher than their hourly rate. This premium shall be paid for time worked plus any paid leave and shall not apply towards terminal payoff.

Eligible Classes:

5065 Deputy Probation Officer  
 5068 Correctional Deputy Probation Officer I  
 5069 Correctional Deputy Probation Officer II  
 5090 Senior Probation Officer  
 5115 Supervising Probation Officer

Section 64. Section 1.7.33 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.33: TRAINING DIFFERENTIAL. Eligible employees shall receive a training differential of one dollar and seventy-five cents (\$1.75) per hour when assigned to instruct a class. This premium shall not apply to paid leave and shall not apply to terminal payoff.

Eligible Classes: Classes designated PO and SO.

Section 65. Section 1.8.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.8.1: TYPE B PREMIUMS: INSTITUTIONAL WORK LOCATIONS

- (a) Definition. Type B Premiums compensate eligible employees for assigned duty performed in the institutional work locations designated below.
- (b) Method of Calculation. Work premiums designated as bonus rates and which are stated as a percentage, shall be added to the employee's basic hourly rate of compensation. When more than one premium is applicable, each premium shall separately be added to the employee's basic hourly rate. Premiums shall not be pyramided or compounded. Work premiums designated as biweekly dollar amounts shall be added in a lump sum to the employee's biweekly compensation without regard for the employee's basic hourly rate.
- (c) Premiums are paid for time worked only and not for paid time off or terminal payoff unless specifically provided herein.

Section 66. Section 1.8.2 of the Compensation Ordinance is hereby repealed.

SECTION 1.8.2: PSYCHIATRIC HOSPITAL/EDGEMOOR/MORGUE ASSIGNMENT-CUSTODIAN.

Section 67. Section 1.8.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.8.2: WORK LOCATION PREMIUMS.

- (a) Supervising Nurse Work Location Premiums. Employees in the class designated below whose principal assignments are to East Mesa Juvenile Detention Facility, Kearny Mesa Juvenile Detention Facility, Detention Facility Work Locations or Rural Detention Institutional Work Locations designated below shall receive additional compensation at a rate approximately ten percent (10%) above his/her regular base rate for such assignment. This premium shall apply to time worked only and shall not apply toward paid time off or to terminal payoff.

Eligible Class: 4544 Supervising Nurse

<u>Locations:</u>
Camp Barrett
Descanso Detention Facility
East Mesa Juvenile Detention Facility
Kearny Mesa Juvenile Detention Facility

- (b) Delivery Vehicle Driver, Class 7516, who is assigned to routinely perform his/her duties during a regularly scheduled work week at a work location designated below as remote, shall receive twenty-five cents (\$.25) per hour in addition to base rate compensation per the Salary Schedule. Employees who live in County-owned housing at the locations designated below or who reside within twenty (20) miles of these locations shall not be eligible to receive this premium, except for those employees who were receiving this premium on or prior to June 25, 1981.

<u>Locations:</u>
Descanso Detention Facility
Juvenile Ranch Facility
Camp Barrett

- (c) Employees in classes designated below who occupy positions which are assigned to institutional work locations and who are assigned to a work station located within the specified institution, facility, locked ward or unit, or other specifically identified site, as the employee's principal work station, shall receive additional compensation of approximately five percent (5%) above their regular base pay rate for such assignment. This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

Institutional Work Locations		Classes/Principal Work Therein	
1.	Health & Human Services Agency	7030	Sr Custodian
	• Edgemoor	7031	Custodian
	• San Diego County Psychiatric Hospital	7035	Health Care Agency Housekeeper
		7036	Sr Health Care Agency Housekeeper
2.	Sheriff's Detention Facilities	7030	Sr Custodian

Institutional Work Locations		Classes/Principal Work Therein	
		7031	Custodian
3.	County Morgue	7031	Custodian

- (d) Positions in Medical and Detention Facility Locations. Eligible employees assigned to work at a medical or detention facility as his/her primary work location shall be paid twenty-five cents (\$.25) per hour in addition to the salary prescribed for his/her class for each hour worked in the following locations.

Inpatient Units, Admissions and Screening:	
•	San Diego County Psychiatric Hospital
Initial Intake, Admissions and Screening of Kids:	
•	Polinsky Children's Center
Medication Management:	
•	Central Regional Clinic
•	East County Outpatient Clinic
•	Forensic Mental Health Services
•	Grantville
•	North Coastal Outpatient Clinic
•	North Inland Outpatient Clinic
•	Southeast Region Outpatient Clinic
•	Camp Barrett
•	Juvenile Ranch Facility
Jail Information	
Booking Section	
Release Section	
Dispensary of the Sheriff's Department	
Psychiatric Security Unit at the Jail	
East Mesa Juvenile Detention Facility	
Kearny Mesa Juvenile Detention Facility	
Jail Kitchens	
Sheriff's Central Production Center	
Sheriff's Central Laundry	

Eligible Classes:

2403	Accounting Technician
2430	Cashier
2493	Account Clerk
2494	Payroll Clerk
2510	Senior Account Clerk
2511	Senior Payroll Clerk
2513	Senior Cashier
2521	Account Clerk Specialist
2650	Stock Clerk
2655	Sr Storekeeper
2658	Storekeeper II (T)

<u>Eligible Classes:</u>	
2660	Storekeeper
2664	Pharmacy Stock Clerk
2700	Office Assistant
2706	Admissions Clerk
2707	Senior Admissions Clerk
2709	Departmental Clerk
2710	Junior Clerk (T)
2715	Records Clerk
2729	Office Support Specialist
2730	Senior Office Assistant
2745	Supervising Office Assistant
2756	Administrative Secretary I
2757	Administrative Secretary II
3008	Word Processor Operator
3009	Senior Word Processor Operator
3046	Medical Records Clerk
5236	Departmental Aide
6405	Food Services Supervisor
6410	Senior Cook
6411	Cook
6415	Food Services Worker
6520	Linen Marker & Distributor
6530	Laundry Worker
7520	Sewing Room Operator
7530	Sewing Room Supervisor

- (e) Employees in classes designated below who occupy positions which are assigned to institutional work locations and who are assigned to a work station located within the specified institution, facility, locked ward or unit, or other specifically identified site, as the employee's principal work station, shall receive additional compensation of approximately five percent (5%) above their regular base pay rate for such assignment. This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

<u>Institutional/Principal Work Locations:</u>	
•	Edgemoor
•	San Diego County Psychiatric Hospital
•	Sheriff's Detention Facilities

<u>Eligible Classes:</u>	
5050	Correctional Counselor
5051	Supervising Correctional Counselor

- (f) Locked Facilities Premium. Eligible employees in the classes listed below shall be compensated an additional twenty-five cents (\$.25) per hour for each hour worked in a locked facility in the Sheriff's Department. This premium shall apply to time worked and shall not apply towards paid time off or to terminal payoff.

Eligible Classes:

Eligible Classes:

2650	Stock Clerk
5884	Building Maintenance Engineer
5885	Building Maintenance Supervisor
5905	Carpenter
5920	Electrician
5930	Mason
5940	Painter
5950	Plumber
5960	Air Conditioning & Refrigeration Mechanic
6161	Electronic Security & Systems Technician
6180	Welder
6200	Building Maintenance Assistant
6204	Carpenter Assistant
6210	Electrician Assistant
6224	Painter Assistant
6230	Plumber Assistant
6410	Senior Cook
6510	Senior Laundry Worker
7030	Senior Custodian
7099	Sheriffs Range Guard

Section 68. Section 1.8.3 of the Compensation Ordinance is hereby repealed.

SECTION 1.8.3: MEDICAL AND DETENTION FACILITY ASSIGNMENT.

Section 69. Section 1.8.4 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.8.4: PROBATION INSTITUTIONAL EMPLOYEES PREMIUM. Eligible employees with a normal full-time schedule of eighty (80) or eighty-four (84) working hours per biweekly pay period who works in a twenty four (24) hour institutional assignment shall be paid at a rate which is two and one-half percent (2.5%) higher than their hourly rate.

Eligible Classes:

5065	Deputy Probation Officer
5068	Correctional Deputy Probation Officer I
5069	Correctional Deputy Probation Officer II
5090	Senior Probation Officer
5115	Supervising Probation Officer

Section 70. Section 1.8.5 of the Compensation Ordinance is hereby repealed.

SECTION 1.8.5: SHERIFF'S DETENTION FACILITY ASSIGNMENT.

Section 71. Section 1.8.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.8.6: JAIL INSTITUTIONAL/DETENTION FACILITY WORK LOCATIONS. Employees in classifications designated below whose principal assignments are to jail institutional/detention facility work locations specifically designated below shall receive additional compensation at a rate approximately ten percent (10%) above their regular base rate for such assignment.

Designated Detention Facility Work Locations	Eligible Classes
<ol style="list-style-type: none"> <li>1. San Diego Central Jail</li> <li>2. Descanso Detention Facility</li> <li>3. Las Colinas Detention Facility</li> <li>4. East Mesa Detention Facility</li> <li>5. George F. Bailey Detention Facility</li> <li>6. South Bay Detention Facility</li> <li>7. Vista Detention Facility</li> <li>8. Psychiatric Security Units (PSU) at: <ul style="list-style-type: none"> <li>· San Diego Central Jail</li> <li>· George F. Bailey Detention Facility</li> <li>· Las Colinas Detention Facility</li> </ul> </li> </ol>	4525 Psychiatric Nurse 4526 Head Psychiatric Nurse 4527 Psychiatric Clinical Nurse Spec 4618 Psychiatric Technician 4545 Sheriff's Detention Certified Nurse Practitioner

Rural Detention Locations	Eligible Classes
<ol style="list-style-type: none"> <li>1. Camp Barrett</li> <li>2. Descanso Detention Facility</li> <li>3. Juvenile Ranch Facility</li> </ol>	4538 Staff Nurse 4548 Sheriff's Detention Nurse 4625 Licensed Vocational Nurse

Juvenile Detention Facilities	Eligible Classes
<ol style="list-style-type: none"> <li>1. East Mesa Juvenile Detention Facility</li> <li>2. Kearny Mesa Juvenile Detention Facility</li> </ol>	4517 Certified Nurse Practitioner 4525 Psychiatric Nurse 4526 Head Psychiatric Nurse 4527 Psychiatric Clinical Nurse Specialist 4538 Staff Nurse 4618 Psychiatric Technician 4625 Licensed Vocational Nurse

Section 72. Section 1.8.7 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.8.7: DETENTION FACILITY LOCATIONS: SHERIFF'S SOCIAL WORK UNIT.** An eligible employee in a classification designated below whose principal assignment is to detention facility work locations specifically designated below shall receive additional compensation at a rate approximately ten percent (10%) above the employee's regular base rate for such assignment. This premium shall apply to time worked but shall not apply to terminal payoff.

<u>Detention Facility Work Locations:</u>	
•	San Diego Central Jail
•	Las Colinas Detention Facility
•	Vista Detention Facility
•	George F. Bailey Detention Facility

  

<u>Eligible Classes:</u>	
4400	Occupational Therapist II (T)
4407	Recreational Therapist



Eligible Classes:

5031	Chaplain Coordinator
5279	Sheriff's Detention, Mental Health Clinician
5280	Sheriff's Detention, Chief Mental Health Clinician

Section 73. Section 1.8.8 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.8.8: SAN DIEGO COUNTY PSYCHIATRIC HOSPITAL.** Employees in classifications designated below whose principal assignment is to the San Diego County Psychiatric Hospital shall receive additional compensation at a rate approximately ten percent (10%) above their regular base rate for such assignment.

Eligible Classes:

004618	Psychiatric Technician
004625	Licensed Vocational Nurse

Section 74. Section 1.8.9 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.8.9: INMATE SUPERVISION PREMIUM.** An employee, as designated by the appointing authority, in the eligible classes listed below shall be paid an additional one dollar and twenty-five cents (\$1.25) per hour for the supervision of Sheriff's inmates. This premium shall not apply towards paid time off or terminal payoff. This premium shall only apply to time worked.

Eligible Classes:

2650	Stock Clerk
2655	Sr Storekeeper
2658	Storekeeper II (T)
2660	Storekeeper
5789	Sheriff's Commissary Stores Supervisor
5884	Building Maintenance Engineer
5905	Carpenter
5920	Electrician
5930	Mason
5940	Painter
5950	Plumber
5960	Air Conditioning & Refrigeration Mechanic
6161	Electronic Security & Systems Technician
6180	Welder
6200	Building Maintenance Engineer Assistant
6405	Food Services Supervisor
6410	Senior Cook
6411	Cook
6415	Food Service Worker
6510	Senior Laundry Worker
6509	Laundry Supervisor
6530	Laundry Worker
7030	Senior Custodian
7031	Custodian
7069	Wastewater Plant Operator III
7070	Wastewater Plant Operator II
7099	Sheriff's Range Guard
7515	Stores Delivery Driver

7516	Delivery Vehicle Driver
7530	Sewing Room Supervisor

Section 75. Section 1.8.10 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.8.10: PSYCHIATRIC HOSPITAL LOCATION PREMIUM. Employees in classifications designated below whose principal assignment is to the psychiatric hospital shall receive additional compensation at a rate of five percent (5%) above their regular base rate for such assignment. This premium shall not apply towards paid time off or terminal payoff.

Eligible Classes:

4162	Consultant in Internal Medicine
4196	Psychiatrist
4198	Psychiatrist Resident
4199	Psychiatrist-Specialist
4406	Recreational Therapy Aide
4407	Recreational Therapist
4525	Psychiatric Nurse
4526	Head Psychiatric Nurse
4533	Inservice Education Coordinator
4544	Supervising Nurse
4839	Mental Health Aide
4910	Community Living Aide
5102	Licensed Mental Health Clinician
5250	Senior Psychiatric Social Worker
5251	Psychiatric Social Worker

Section 76. Section 1.9.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.9.1 TYPE C PREMIUMS: ASSIGNED EXERCISE OF SKILLS.

- (a) Definition. Type C Premiums compensate eligible employees for the performance of the skills described herein which are additional to those established by the County for the employee's class, and when the performance of these skills is authorized and assigned by the appointing authority.
- (b) Method of Calculation. Premiums are paid in addition to the employee's base wage rate. Premiums designated as a percentage are calculated as a percentage of the employee's base rate for each individual premium. Premiums are not compounded or pyramided. Premiums are paid for time worked only and not for paid time off or terminal payoff unless specifically provided herein.
- (c) Eligibility. Employees must be in a class designated as eligible and must possess the requisite qualifications, skills, clearances, licenses and/or certifications determined by the County to be necessary for the proper performance of the skill described herein below.

Section 77. Section 1.9.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.9.2: BILINGUAL PREMIUMS.

- (a) Bilingual Premium (General). Upon assignment to a position which has been determined to require bilingual skills, a qualified employee is entitled to receive bilingual premium. On

recommendation of the appointing authority, the Director may approve payment of Class A or Class B bilingual premium to an employee assigned to a position designated as requiring a Class A or Class B bilingual employee and where qualifications have been determined by the Director. Employees may only receive one bilingual premium at a time. In order to insure adequate level of bilingual proficiency, the Department of Human Resources may require periodic evaluation of incumbents receiving bilingual premium.

Class A: The rate for Class A bilingual skill is forty dollars (\$40) biweekly; fifty cents (\$0.50) per hour for eighty (80) hours of paid service – thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an eighty (80) hour biweekly pay period or to a position designated as requiring technical bilingual skills (reading, writing, translation). This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate of Class B bilingual skills is twenty dollars (\$20) biweekly; twenty-five cents (\$0.25) per hour for eighty (80) hours of paid service – thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) hours or less in an 80-hour biweekly pay period. This fifty percent (50%) or less usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Employees in positions designated as bilingual on or before June 28, 1979, shall continue to receive Class A bilingual premium while in that specific position. Employees assigned to positions June 29, 1979, or after shall receive either Class A or Class B bilingual premium, as appropriate.

<u>Eligible Classes:</u>	
Classes designated AE, CL, CM, CR, FS, MM, PR, PS, SS, HS, RN, and	
5225	Human Services Control Specialist
5246	Patient Services Specialist III (T)

For purposes of terminal pay, bilingual premium shall not be computed in the employee’s base wage rate.

(b) Protective Services Supervisor (5259) Spanish Retention Bilingual Premium.

(1) The appointing authority may assign a Protective Services Supervisor to perform Spanish bilingual duties in child protective services positions in the Children’s Services Bureau which have been identified and designated as requiring Spanish bilingual skills. The Health & Human Services Agency will recommend the effective date for Spanish bilingual pay as the date the employee is assigned such duties or passes the Spanish bilingual proficiency test, whichever is later. In order to ensure an adequate level of Spanish bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving the premium.

Class A: The rate for Class A Spanish bilingual skills is seventy-two dollars (\$72) biweekly; ninety cents (\$0.90) per hour for eighty (80) hours of paid service – thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring Spanish bilingual skills fifty percent (50%) or more of the time or forty (40)

hours or more in an eighty (80)-hour biweekly pay period, or to a position designated as requiring technical Spanish bilingual skills (reading, writing and translation). The fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in the Spanish language.

Class B: The rate of Class B Spanish bilingual skills is forty dollars (\$40) biweekly; fifty cents (\$0.50) per hour for eighty (80) hours of paid service – thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring Spanish bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) or less hours in an eighty (80) hour biweekly pay period. This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in the Spanish language.

Employees in designated classes eligible to receive this premium shall not also be eligible to receive the Bilingual Premium contained in (a) above.

For purposes of terminal pay, this Spanish bilingual premium shall not be computed in the employee’s base wage rate.

- (c) Retention/Recruitment Bilingual Premium (All languages). The appointing authority may assign a qualified employee to perform bilingual duties in positions which have been identified and designated as requiring such bilingual skills. The Agency will recommend the effective date for bilingual pay as the date the employee is assigned such duties, or passes the bilingual proficiency test, whichever is later. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving the premium.

Class A: The rate for Class A bilingual skills is sixty dollars (\$60) biweekly; seventy-five cents (\$0.75) per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an 80-hour biweekly pay period, or to a position designated as requiring technical bilingual skills (reading, writing translation). The fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate of Class B bilingual skills is thirty dollars (\$30) biweekly; \$0.375 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) hours or less in an 80-hour biweekly pay period. This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

<u>Eligible Classes:</u>	
5223	Human Services Specialist
4911	Social Services Aide
4913	Protective Services Assistant

Employees in positions designated as bilingual on or before June 28, 1979, shall continue to receive Class A bilingual premium while in any bilingual position. Employees assigned to positions June 29, 1979, or after shall receive either Class A or Class B bilingual premium, as appropriate.

For purposes of terminal pay, bilingual premium shall not be computed in the employee's base wage rate.

- (d) Bilingual Premium (Protective Service Worker/Social Worker Recruitment/Retention). The appointing authority may assign a qualified employee to perform bilingual duties in child welfare services and social worker positions which have been identified and designated as requiring bilingual skills. The Health & Human Services Agency will recommend the effective date for bilingual pay as the date the employee is assigned such duties or passes the bilingual proficiency test, whichever is later. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving the premium.

Class A: The rate for Class A bilingual skills is ninety dollars (\$90) biweekly; \$1.125 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an 80-hour biweekly pay period, or to a position designated as requiring technical bilingual skills (reading, writing and translation). The fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate of Class B bilingual skills is forty-five dollars (\$45) biweekly; \$0.5625 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) or less hours in an 80-hour biweekly pay period. This fifty percent usage requirement shall mean the actual time spent conversing or interpreting in a second language.

<u>Eligible Classes:</u>	
5254	Senior Protective Services Worker
5253	Protective Services Worker
5261	Social Worker V
5266	Social Worker IV
5260	Social Worker III
5265	Social Worker II
5235	Social Worker I

For purposes of terminal pay, this Spanish bilingual premium shall not be computed in the employee's base wage rate.

- (e) Deputy Sheriff Bilingual Premiums. For classes designated DS the appointing authority may require a qualified employee to perform bilingual duties in positions which have been identified and designated as requiring such bilingual skills. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving bilingual premium.

Class A: The rate for Class A bilingual skills is \$32.30 biweekly, based on \$0.38/hour for an eighty-five (85) hour standard work period. Thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills.

For purposes of terminal pay, bilingual premium shall not be computed in the employee's base wage rate.

- (f) Other Bilingual Premiums. For employees in classes designated AM, AS, DA, PD, PM, PO and any employee except employees in Class 5725, International Case Coordinator or those in classes designated in (a) (b), (c), (d) or (e) above, the appointing authority may require a qualified employee to perform bilingual duties in positions which have been identified and designated as requiring such bilingual skills. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources may require periodic evaluation of incumbents receiving bilingual premium.

Class A: The rate for Class A bilingual skills is thirty-two dollars and thirty cents (\$32.30) biweekly. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an eighty (80) hour biweekly pay period or to a position designated as requiring technical bilingual skills (reading, writing, translation). This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate for Class B bilingual skills is sixteen dollars and fifteen cents (\$16.15) biweekly. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) hours or less in an eighty (80) hour biweekly pay period. This fifty percent (50%) or less usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Employees in positions designated as bilingual on or before June 28, 1979, shall continue to receive Class A bilingual premium while in that specific position. Employees assigned to positions June 29, 1979, or after, shall receive either Class A or Class B bilingual premium, as appropriate.

For purposes of terminal pay, bilingual premium shall not be computed in the employee's base wage rate.

Section 78. Section 1.9.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.9.3: DIVING PREMIUM. This section establishes additional compensation for a properly qualified employee who performs diving operations in the performance of his/her duties. Only an employee who possesses the required clearances and certifications as an underwater diver may be assigned to perform duties as a member of the Sheriff's Underwater Search and Recovery Team. Additional compensation of four dollars and forty cents (\$4.40) per hour (pro-rata for periods of less than an hour) upon arrival at the command post and until relieved. This premium is not applicable to diving training time.

Eligible Classes: Classes designated DS.

Section 79. Section 1.9.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.9.5: TRANSCRIBING ASSIGNMENT. An employee in an eligible class who is regularly assigned and certified by the appointing authority as working more than fifty percent (50%) of his/her time, or who is assigned more than forty (40) hours in any one (1) biweekly pay period, to transcribe from mechanical dictating equipment on a continuous basis, shall be paid an hourly premium of thirty-seven and one-half cents (\$.375). This premium shall apply to time worked and shall not apply toward paid time off or terminal payoff.

Eligible Classes:

2700	Office Assistant
2729	Office Support Specialist
2730	Senior Office Assistant

Section 80. Section 1.9.9 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.9.9: SEWING ROOM SUPERVISOR, SPECIAL ASSIGNMENT PREMIUM. Employees in class 7530, Sewing Room Supervisor, that are assigned to Las Colinas and are responsible for the uniform production, including the supervision of staff, shall be compensated an additional ten percent (10%) in addition to the employee's base wage rate. This premium shall apply to paid leave, but not to terminal payoff.

Section 81. Section 1.10.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.10.1: TYPE D PREMIUMS: ASSIGNED EXERCISE OF RESPONSIBILITY.

- (a) Definition. Type D Premiums compensate eligible employees for the exercise of responsibility described herein which is additional to the level of responsibility established by the County for the employee's class, when the exercise of this responsibility is authorized and assigned by the appointing authority.
- (b) Method of Calculation. Premiums are paid in addition to the employee's base wage rate. Premiums designated as a percentage are calculated as a percentage of the employee's base rate for each individual premium. Premiums are not compounded or pyramided. Premiums are paid for time worked only and not for paid time off or terminal payoff unless specifically provided herein.
- (c) Eligibility. Employees must be in a class designated as eligible and must possess the necessary skills and abilities as determined by the appointing authority for the proper exercise of responsibility described herein below.

Section 82. Section 1.10.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.10.2: ACTING AND UNIT CHARGE NURSE.

- (a) Acting Charge Nurse. Eligible employees at Edgemoor and the Psychiatric Security Unit at the Jail shall be paid approximately four percent (4%) while acting as Charge Nurse on a shift in the absence of a Head Nurse. Such higher rate of compensation shall be paid only for those hours worked under such assignment.

Eligible Classes:

4618	Psychiatric Technician
4625	Licensed Vocational Nurse

- (b) Unit Charge Nurse. Eligible employees shall be paid at a rate five percent (5%) higher than prescribed for his/her class, for each hour worked when assigned by the appointing authority as Charge Nurse on a shift in a unit. Such higher rate of compensation shall be paid only for those hours worked under such assignment and shall not apply toward paid time off or to terminal payoff.

<u>Eligible Classes:</u>	
4525	Psychiatric Nurse
4538	Staff Nurse
4548	Sheriff's Detention Nurse

Section 83. Section 1.10.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.10.5: INSTITUTIONAL CHARGE NURSE.

- (a) An employee in an eligible class (listed below) employed at eligible locations (listed below) shall be paid at a rate approximately five percent (5%) higher than prescribed for his/her class, for each hour worked as the assigned Institutional Charge Nurse on a shift -in the absence of a Supervising Nurse, Assistant Chief Nurse, Chief Nurse, Associate or Assistant Hospital Administrator, when the appointing authority determines that an employee in an eligible class at a facility designated below is assigned Charge Nurse institution-wide administrative responsibilities. Such higher rate of compensation shall be paid for only those hours worked under such assignments and shall not apply toward paid time off or to terminal payoff.
- (b) Employees in the classes listed below are also eligible to receive the five percent (5%) Acting and Unit Charge Nurse premium (Section 1.10.2(b) if the eligibility conditions for that premium are met at the same time the employee is assigned institution-wide administrative responsibility as determined by the appointing authority. Such higher rate of compensation shall be paid for only those hours worked under such assignments and shall not apply toward paid time off or to terminal payoff.

<u>Eligible Classes:</u>	
4525	Psychiatric Nurse
4526	Head Psychiatric Nurse
4527	Psychiatric Clinical Nurse Specialist
4533	Inservice Education Coordinator
4538	Staff Nurse

<u>Eligible Locations:</u>
East Mesa Juvenile Detention Facility
Edgemoor
Kearny Mesa Juvenile Detention Facility
Polinsky Children's Center
Psychiatric Security Units at Detention Facilities
San Diego Psychiatric Hospital

Section 84. Section 1.10.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.10.6: TEMPORARY ASSIGNMENT TO HIGHER CLASS.

- (a) When the appointing authority determines it is necessary to cover a position from which the incumbent is absent or which is temporarily vacant for any reason, the appointing authority may assign an employee in a lower class to temporarily perform the duties of the higher class position under the following conditions:
  - (1) The Director has approved.



- (2) For employees designated AE, CL, CM, CR, DS, FS, HS, MM, PR, PS, RN, SM, SS and SW, the Director must approve a written request from the appointing authority prior to the appointment or within five (5) days after an emergency appointment.
- (3) The employee proposed to be assigned is qualified to perform the duties of the higher class.
- (4) The employee will remain in his/her current class during the time so assigned.
- (5) The assignment shall be for:
  - (a) Over four (4) weeks, but shall not exceed twenty-six (26) weeks for employees in classes designated AM, AS, DA, DI, DM, DS, PD, PM, SM and SW;
  - (b) Over three (3) weeks, but shall not exceed twenty-six (26) weeks for employees in classes designated AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PO, PR, PS, RN, SO and SS.
- (b) The employee so assigned shall be compensated by receiving a "bonus rate". This bonus rate shall be the difference between the rate of compensation for the employee's current class and that of the higher class, determined by utilizing the provisions of Section 1.3.5 (Promotion). At the conclusion of the temporary assignment, the employee's compensation shall return to the normal rate for the employee's current class. An employee temporarily assigned to the duties of a higher class who terminates or is terminated from County service during such assignment, shall be paid terminal benefits at the rate appropriate to such employee's current class.

Section 85. Section 1.10.7 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.10.7: HOSPITAL OUTSTATION ASSIGNMENT PREMIUM:**

Eligible employees regularly assigned to the Hospital Outstation Program in the Health & Human Services Agency shall receive additional compensation of approximately five percent (5%) above their regular base pay. This premium is paid for time off, but not for terminal payoff.

<u>Eligible Classes:</u>	
5223	Human Services Specialist
5222	Supervising Human Services Specialist

Section 86. Section 1.10.10 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.10.10: PART 139, AIRPORT MANAGER.** An eligible employee shall be paid ten percent (10%) of his/her base pay when assigned as the Airport Manager, responsible for managing a Part 139, commercial airport listed below. This premium shall be paid only while the airport is designated a Part 139, commercial airport. This premium shall not apply to paid leave or terminal payoff.

<u>Location:</u>	
Palomar McClellan Airport	
<u>Eligible Classes:</u>	

<u>Location:</u>	
5499	Principal Airport Manager
5500	Airport Manager

Section 87. Section 1.11.1 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.11.1: TYPE E PREMIUMS: ASSIGNMENT TO RURAL SERVICE AREAS.**

- (a) Definition. Type E Premiums compensate eligible employees for assigned duty performed at work locations in the rural service areas designated below.
- (b) Method of Calculation. Premiums are paid in addition to the employee's base wage rate. Premiums designated as a percentage are calculated as a percentage of the employee's base rate for each individual premium. Premiums are not compounded or pyramided. Premiums are paid for time worked only and not for paid time off or terminal payoff unless specifically provided herein.
- (c) Eligibility. Employees must be in a class designated as eligible and must be assigned to a work site located within the rural service area designated herein.

Section 88. Section 1.11.3 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.11.3: RURAL PUBLIC HEALTH NURSE.** An employee in Class 4565 – Public Health Nurse II or 4566 – Public Health Nurse I, when assigned as Rural Public Health Nurse, shall be paid at a rate approximately ten percent (10%) higher than prescribed for the respective class.

Section 89. Section 1.11.5 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.11.5: PREMIUM FOR SWORN PERSONNEL ASSIGNED TO THE SHERIFF’S RURAL LAW ENFORCEMENT PROGRAM.** The appointing authority may assign an employee to work at certain locations in the County which are removed from the major centers of population. All such locations are contained within the Sheriff's Rural Law Enforcement Division. To qualify and maintain eligibility for this premium, the employee must maintain a permanent residence in and be available for callback from his/her assigned beat area as defined by the appointing authority.

Calculation of Premium. Employees eligible for this assignment premium shall be paid at a rate approximately ten percent (10%) higher than the employee's base rate of compensation for each full standard work period so assigned. Periods of assignment for less than a full standard work period shall be pro-rated.

<u>Eligible Classes:</u>	
5746	Deputy Sheriff
5780	Sheriff's Lieutenant
5790	Sheriff's Sergeant

Section 90. Section 1.11.6 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.11.6: REMOTE LOCATIONS.**

- (a) An employee in a class listed below, who is assigned to routinely perform his/her duties during

a regularly scheduled work week at a work location designated below as remote, shall receive twenty-five cents (\$0.25) per hour in addition to base rate compensation. Employees who live in County-owned housing at the locations designated below, or who reside within twenty (20) miles of these locations, shall not be eligible to receive this premium, except for those employees who were receiving this premium on or prior to June 25, 1981.

<u>Eligible Classes:</u>	
2650	Stock Clerk
2658	Storekeeper II (T)
2660	Storekeeper
5236	Departmental Aide
6405	Food Services Supervisor
6410	Senior Cook
6411	Cook
6415	Food Services Worker

<u>Remote Locations:</u>
Camp Barrett
Descanso Detention Facility
Juvenile Ranch Facility

- (b) An employee in the Crafts Unit (CR) who is assigned to routinely perform his/her duties during a regularly scheduled work week at a work location designated below as remote, shall receive additional biweekly compensation in the amount of twenty dollars (\$20). Employees who live in County-owned housing at the locations designated below or who reside within twenty (20) miles of these locations shall not be eligible to receive this premium, except for those employees who were receiving this premium on or prior to June 25, 1981.

<u>Remote Locations:</u>
Camp Barrett
Descanso Detention Facility
Juvenile Ranch Facility

Section 91. Section 1.12.1 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.12.1: TYPE F PREMIUMS: CERTIFICATIONS AND LICENSES.**

- (a) Definition. Type F Premiums compensate eligible employees for possessing certificates or licenses identified herein which have been determined by the County to be applicable to the employees' class; or, for the renewal of job-required licenses.
- (b) Method of Calculation. Premiums are paid in addition to the employee's base wage rate. Premiums designated as a percentage are calculated as a percentage of the employee's base rate for each individual premium. Premiums are not compounded or pyramided. These premiums are paid for paid time off, but not for terminal payoff, unless specifically provided herein.
- (c) Eligibility. Employees must be in a class designated as eligible and must furnish satisfactory evidence that he/she possesses the certificate or license described herein below.

Section 92. 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) Board Certification. 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.

<u>Eligible Classes:</u>	
0304	EMS Medical Director
0335	Clinical Director, Mental Health Services
0340	Medical Director
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
4190	Sheriff's Detentions Physician
4192	Senior Physician
4193	Physician
4195	Supervising Psychiatrist
4196	Psychiatrist
4199	Psychiatrist-Specialist

- (b) Board Certification and Subspecialty. 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.

<u>Eligible Classes:</u>	
0304	EMS Medical Director
0335	Clinical Director, Mental Health Services
0340	Medical Director
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 Deputy Medical Examiner
4124	Chief, Maternal & Child Health
4127	Chief, Community Epidemiology Control
4132	Medical Director, Sheriff's Detentions
4162	Consultant in Internal Medicine
4190	Sheriff's Detentions Physician
4192	Senior Physician

<u>Eligible Classes:</u>	
4193	Physician
4195	Supervising Psychiatrist
4196	Psychiatrist
4199	Psychiatrist-Specialist

Section 93. Section 1.12.4 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.4: MASTER OF SOCIAL WORK (MSW).

(a) Application.

- (1) An employee in an eligible class shall be paid fifty dollars (\$50) biweekly upon furnishing satisfactory evidence that he/she possesses a Master of Social Work (MSW) degree. Employees in classes 5270 – Social Work Supervisor and 5289 – Health & Human Services Admin III must be performing either adult protective services work or children protective services work to be eligible for this premium.

<u>Eligible Classes:</u>	
5203	Aging Program Specialist I
5204	Aging Program Specialist II
5205	Aging Program Specialist III
5237	Adult Protective Services Specialist
5238	Senior Adult Protective Services Specialist
5239	Adult Protective Services Supervisor
5253	Protective Services Worker
5254	Senior Protective Services Worker
5259	Protective Services Supervisor
5270	Social Work Supervisor (in adult protective services work or children protective services)
5289	Health & Human Svcs Admin III (in adult protective services work or children protective services)
5290	Child Welfare Services Manager

- (2) Notwithstanding (a)(1) above, employees employed as of December 12, 1988, as Protective Services Supervisor - 5259 or Aging Program Specialist III - 5205, will be eligible for the MSW premium herein, provided that the employee possesses either a Master of Counseling Degree based on a two-year program or a Master's Degree with an M.F.C.T. Employees in classes 5259 - Protective Services Supervisor or 5205 - Aging Program Specialist III appointed after December 12, 1988 must possess an MSW Degree in order to be eligible for the MSW premium.
- (3) This premium is paid for paid time off, but not for terminal payoff.
- (b) Notwithstanding (a)(1) above, employees employed as of August 5, 1988 as Social Worker IV, or Social Worker V, and who are appointed to positions as Protective Services Worker – 5253, or Senior Protective Services Worker – 5254, before December 30, 1988, will be eligible for the MSW premium herein upon appointment, provided that the employee so appointed possesses either a Master of Counseling Degree based on a two-year program or a Master's Degree with an M.F.C.C. Employees hired after August 5, 1988 must possess an MSW Degree in order to be eligible for the MSW premium.

Section 94. Section 1.12.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.6: ASBESTOS HANDLING CERTIFICATION. A one-time certification bonus of twenty-five dollars (\$25.00) will be paid upon completion of certification by Department of General Services, Facilities Services Division, for proficiency and competency in the use of respirator and protective clothing, maintenance of equipment, and training in the maintenance and handling of asbestos. Certification will require approximately twenty-four (24) hours of instruction to qualify. Only permanent employees in the CR and CM Units can qualify for the bonus. Cost of training will be the responsibility of the County.

Section 95. Section 1.12.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.7: EDUCATION AND POST CERTIFICATE BONUS.

- (a) Deputy Sheriffs, Sergeants and Lieutenants who possess Peace Officer Standards and Training (POST) Certificate(s) shall be compensated above the base hourly wage rate established in the Salary Schedule as specified below:

Classification	POST Certificate	Bonus Percent
Deputy Sheriff	Intermediate	5%
	Intermediate & Advanced	7½%
Sheriff's Sergeant	Intermediate	5%
	Intermediate & Advanced	7½%
Sheriff's Lieutenant	Intermediate & Advanced	5%
	Intermediate, Advanced & Management	10%

- (b) Deputy Sheriff-Detentions/Court Services (Class 5757), Sheriff's Detention Lieutenant (Class 5767), Sheriff's Sergeant-Detentions (Class 5781), who possess a Bachelor of Arts or Bachelor of Science degree from an accredited college/university and have four (4) years of service in Classes 5757, 5767, 5781, or any combination thereof, shall be compensated five percent (5%) above the base hourly wage rate established in the Salary Schedule. Such employees becoming eligible for this bonus by receiving a college degree shall furnish satisfactory evidence that he/she possesses such degree.
- (c) A Sheriff's Captain (Class 5775), or a Sheriff's Commander (Class 5778), who possesses a Peace Officer Standards and Training Management Certificate shall be compensated at ten percent (10%) above the base hourly wage rate established for the Captain or Commander in the Salary Schedule.
- (d) Sheriff's Detentions Captain (Class 5783).
  - (1) A Sheriff's Detentions Captain (Class 5783) who possesses a Post Management Certificate shall be compensated at five percent (5%) above the base hourly rate established in the Salary Schedule. Such employees becoming eligible for this bonus shall furnish satisfactory evidence that he/she possesses such a certificate.
  - (2) A Sheriff's Detentions Captain (Class 5783) who possesses a Bachelor of Arts or Bachelor of Science degree from an accredited college/university shall be compensated at five percent (5%) above the base hourly rate established in the Salary Schedule. Such employees becoming eligible for this bonus shall furnish satisfactory evidence

that he/she possesses such degree.

- (e) Permanent employees designated as DI or DM who possess, based on level of proficiency demonstrated by the acquisition of certificates issued by the California Commission on Peace Officers' Standards and Training (P.O.S.T.), an Advanced P.O.S.T. certificate shall be compensated at seven and one-half percent (7-1/2%) above the base hourly wage rate established for their designated classification in the Salary Schedule.

Eligible Classes: Classes designated DI and DM.

Section 96. Section 1.12.8 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.12.8: REGISTERED ENGINEERS, ARCHITECTS, SURVEYORS, AND ENVIRONMENTAL HEALTH SPECIALISTS AND HYGIENISTS.**

(a) Registered Engineers.

- (1) Engineers. An employee in Classes 3615 – Assistant Engineer or 3695 – Junior Engineer (T) shall be paid at a rate approximately five percent (5%) higher than prescribed for said class upon furnishing satisfactory evidence that he/she possesses a current valid State of California registration as a civil or structural engineer or architect.
- (2) Architects. An employee in Classes 3505 – Landscape Architect shall be paid at a rate approximately five percent (5%) higher than prescribed for said class upon furnishing satisfactory evidence that he/she possesses a current valid State of California registration as a civil engineer or architect.
- (3) Surveyors. An employee in Classes 3779 – Junior Surveyor (T) or 3780 – Assistant Surveyor shall be paid at a rate approximately five percent (5%) higher than prescribed for said class upon furnishing satisfactory evidence that he/she possesses a current valid State of California registration as a civil engineer or holds a valid California State Land Surveyor's License.

(b) Registered Environmental Health Specialists.

- (1) An employee in an eligible class listed below shall be paid at a rate approximately five percent (5.0%) higher than prescribed for his/her class upon furnishing satisfactory evidence that he/she possesses a current valid registration as a Registered Environmental Health Specialist (REHS), and;
- (2) Employees in the classes listed below shall be reimbursed for the cost of the biennial renewal fee for the REHS.

<u>Eligible Classes:</u>	
4721	Environmental Health Specialist I
4722	Environmental Health Specialist II
4723	Environmental Health Specialist III
4726	Supervising Environmental Health Specialist

- (c) Certification in Industrial Hygiene. An employee in an eligible class shall be paid at a rate approximately five percent (5%) higher than prescribed for his/her class upon furnishing satisfactory evidence that he/she possesses a current valid state Certification in Industrial Hygiene (CIH).

<u>Eligible Classes:</u>	
3161	Supervising Industrial Hygienist
3162	Industrial Hygienist III
3163	Industrial Hygienist I
3857	Industrial Hygienist II

Section 97. Section 1.12.9 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.9: REGISTERED RECORDS ADMINISTRATOR CREDENTIAL. Eligible employees shall be paid approximately five percent (5%) upon furnishing satisfactory evidence that they possess the Registered Records Administrator (RRA) credential from the American Medical Records Association.

<u>Eligible Class:</u>	
3042	Medical Records Manager

Section 98. Section 1.12.11 of the Compensation Ordinance is hereby repealed.

SECTION 1.12.11: EDUCATION BONUS

Section 99. Section 1.12.12 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.12: ANNUAL PROFESSIONAL STIPEND. Eligible employees in the Deputy County Counsel classifications shall receive an annual six hundred dollar (\$600) stipend for professional expenses. The County shall, on the payday for Payroll 05 of each year, pay such a stipend to employees who are in job classifications in the CC and CS units in Payroll 04 of that year.

Section 100. Section 1.12.13 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.13: EDUCATIONAL/PROFESSIONAL STIPEND. Eligible employees shall receive an annual seven hundred and seventy dollars (\$770) stipend for professional expenses. The County shall, on the payday for Payroll 03 of each year, pay such a stipend to employees who are in job classifications in the AM, AS, DA, PD and PM units in Payroll 02 of that year.

Section 101. Section 1.12.14 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.14: APPRAISER PREMIUM. An employee in an eligible class shall be paid fifty dollars (\$50) biweekly upon furnishing satisfactory evidence that he/she possesses an Advanced Property Tax Appraiser Certificate.

<u>Eligible Classes:</u>	
5502	Appraiser IV
5503	Appraiser III
5504	Appraiser II
5505	Appraiser I
5512	Supervising Appraiser I
5513	Supervising Appraiser II



<u>Eligible Classes:</u>	
5514	Division Chief I Assessor/Recd/CC
5515	Division Chief II, Assessor/Recd/CC
5526	Audit Appraiser III
5527	Audit Appraiser II
5528	Audit Appraiser I
5529	Supervising Audit Appraiser
5530	Audit-Appraiser IV

Section 102. Section 1.13.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.1: MAINTENANCE: DEFINITION. Maintenance is support given employees in eligible classes for the performance of their duties, including but not limited to meals, lodging, laundry and incidentals, or any of them. Maintenance is not considered part of the employees' compensation.

Section 103. 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:

(a) Meals in County Facilities.

(1) Charges to employees for meals furnished by County departments, except where employees are provided free meals while on duty, shall be:

(a) \$2.10 per meal when individually purchased.

(b) \$2.00 per meal when purchased in books of ten.

(2) Sheriff's Department.

(a) Only those employees who are assigned to work within the jail shall be able to obtain meals within the jail in order to maintain the security of this locked facility.

Eligible Classes: Classes designated AE, CL, CM, CR, FS, HS, MM, PR, PS and RN.

(b) Employees assigned to a detention facility which provides meals for inmates and employees assigned to the associated transportation division shall be provided meals without charge at the assigned facility during normal meal service times.

Eligible Classes: Classes designated DS and SM.

(b) County Owned and Maintained Housing Facilities.

(1) The provisions of the Board of Supervisors Policy G-14 on Employee Occupied County-Owned Residences as adopted by the Board of Supervisors on May 1, 1990 govern the administration of this provision.

(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	\$39.74
2	2 BR / 1 BA Mobile Home	47.72
3	2 BR / 2 BA Mobile Home	55.65
4	1 BR / 1 BA Apartment	39.74
5	2 BR / 1 BA Apartment	54.95
6	3 BR / 1 BA Apartment	55.65
7	3 BR / 1-1/2 - 2 BA Apartment	63.60
8	1 BR / 1 BA House	47.72
9	2 BR / 1 BA House	55.73
10	2 BR / 2 BA House or 3 BR / 1 BA House	63.60
11	3 BR / 1-1/2 - 2 BA House	71.53
12	4 BR / 2 BA House	182.82

Section 104. Section 1.13.4 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.13.4: JUVENILE PROBATION INSTITUTIONS MAINTENANCE AND MEALS.**

- (a) The following employees regularly assigned to Juvenile Institutions shall be furnished meals served during the scheduled work day as part of their compensation: (005090) Senior Probation Officers, (005065) Deputy Probation Officers, and (005068, 005069) Correctional Deputy Probation Officers.
- (b) Other regularly assigned personnel on duty at the San Diego County Juvenile Probation Institutions who are provided full or part-time maintenance shall be furnished such maintenance without charge, subject to the approval of the Chief Probation Officer.
- (c) County employees and other persons employed without pay in furnishing advice, counsel, or assistance, which is of benefit to the educational programs at San Diego County Juvenile Probation Institutions, may be provided meals or be housed in the dormitory or guesthouse buildings from time to time, without charge, subject to the approval of the Chief Probation Officer.

Section 105. Section 1.13.5 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.13.5: INSTITUTIONAL ASSIGNMENTS - MEALS.** Eligible employees employed at a County institution including, but not limited to Edgemoor, Kearny Mesa Juvenile Detention Facility, East Mesa Juvenile Detention Facility, Polinsky Children's Center, Las Colinas, Juvenile Probation Camps, and County Jail, shall be furnished breakfast, lunch and/or dinner, whichever may be served during the scheduled work shifts of the employee.

<u>Eligible Classes:</u>	
4460	Asst Chief, Sheriff's Food Services
4465	Nutritionist
6405	Food Services Supervisor
6410	Senior Cook
6411	Cook
6415	Food Services Worker
6510	Laundry Supervisor

Section 106. Section 1.13.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.6: CAMP BARRETT AND JUVENILE RANCH FACILITY HOUSING. Employees regularly assigned to Camp Barrett and Juvenile Ranch Facility shall be provided housing during their scheduled work shift.

<u>Eligible Classes:</u>	
5056	Deputy Probation Officer
5068	Correctional Deputy Probation Officer I
5069	Correctional Deputy Probation Officer II
5090	Senior Probation Officer
5115	Supervising Probation Officer

Section 107. Section 1.13.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.7: CANINE ALLOWANCE.

- (a) The appointing authority may designate an employee to keep and maintain a dog for use in the Sheriff's law enforcement program. Employees so designated who do actually maintain a dog, which maintenance shall include all veterinary services, shall be compensated at the rate of six dollars (\$6) per dog per calendar day, this payment to be made quarterly. Employees who are compensated under this provision shall keep all required immunizations and licenses current for the dog.

Eligible Classes: Classes designated DS.

- (b) The appointing authority may designate an employee to keep and maintain a dog for use in the Probation Department's canine program. For employees so designated who do actually maintain a County owned dog, the County will pay all costs concerning veterinary costs, food, supplies, dog shelter and any other approved expense relating to the maintenance of the dog. Employees who are compensated under this provision shall keep all required immunizations and licenses current for the dog.

Eligible Classes: Classes designated PO.

Section 108. Section 1.13.8 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.8: MOTORCYCLE SAFETY EQUIPMENT ALLOWANCE. The appointing authority may assign an employee to permanent, full-time duty as a motorcycle officer. An employee so assigned, is required to purchase motorcycle safety equipment as specified by the appointing authority. After making the purchase and upon filing a claim accompanied by proof of purchase, the County shall reimburse the employee for the cost of such equipment.

Eligible Classes: Classes designated DS

Section 109. Section 1.13.9 of the Compensation Ordinance is hereby repealed.

SECTION 1.13.9: INITIAL UNIFORM ALLOWANCE.

Section 110. Section 1.13.9 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.13.9: UNIFORM ALLOWANCE (INITIAL ISSUE AND MAINTENANCE).

(a) Sheriff's Uniform Allowance.

- (1) Newly-Hired Deputies or Deputy Sheriffs-Detentions/Court Services. Employees hired for the first time shall be reimbursed for an amount not to exceed four hundred fifty dollars (\$450) of the cost of required uniforms and equipment upon filing a claim accompanied by a proof of purchase. Employees who are separated during the probationary period shall return all uniforms and equipment for which reimbursement was paid to a place designated by the Sheriff.

Eligible Classes: Classes designated DS.

(2) Maintenance.

- (a) For maintaining and/or replacing required uniforms and equipment, the County shall, on the payday of Payroll 05 of each fiscal year, pay a uniform maintenance allowance to an employee who is in the eligible class in Payroll 04 of the fiscal year, and who has continuous satisfactory service in a uniformed class during all or a portion of the preceding twenty-six (26) pay periods as follows:

Eligible Class: Classes designated DS and SM.

(b) Required Paid Service in Eligible Class Allowance

Over 1650 hours	\$725	(3/3)
Over 1100, but not over 1650 hours	\$479	(2/3)
Over 550, but not over 1100 hours	\$239	(1/3)
550 hours or less	-0-	(0/3)

Eligible Class: Classes designated DS and SM.

- (c) In the event of movement between uniformed classes within the Sheriff's Department, time required for eligibility shall be satisfied by County service in a uniformed class for purpose of payment of uniform allowance provisions.

Eligible Class: Classes designated DS.

(b) Probation Uniform Allowance.

- (1) Initial Issue. Employees in classes designated PO or SO, newly hired or newly assigned to Camp Barrett, Work Project, East Mesa Juvenile Detention Facility, Kearny Mesa Juvenile Detention Facility, the Girls Rehabilitation Facility, Juvenile Ranch Facility, or Armed Units shall be reimbursed for an amount not to exceed the

following:

Juvenile Ranch Facility	\$450
Camp Barrett	\$700
Work Project – CDPO I & II	\$700
Work Project – Senior Probation Officer	\$300
East Mesa Juvenile Detention Facility	\$300
Kearney Mesa Juvenile Detention Facility	\$300
Girls Rehabilitation Facility	\$300
Armed Units	\$250

(2) Special Qualifications.

- (a) Employees transferring from one work location to another work location where different uniforms are required, shall receive the initial uniform allowance described above, except that employees transferring from a Juvenile Camp Facility to East Mesa Juvenile Detention Facility, Kearny Mesa Juvenile Detention Facility or the Girls Rehabilitation Facility are not eligible for an initial allowance at the new work location.
- (b) Employees who are separated during the probationary period are required to return all uniforms and patches for which reimbursement was paid or issued to a place designated by the Chief Probation Officer.

(3) Maintenance. The appointing authority shall require employees to purchase and maintain uniforms and equipment as specified.

- (a) For maintaining and/or replacing required uniforms and equipment, the County shall, on the payday for Payroll 05 of each fiscal year: pay a uniform maintenance allowance to an employee who is in an eligible class in Payroll 04 of the fiscal year, and is currently in an assignment requiring a uniform during all or a portion of the preceding twenty-six (26) pay periods in 1.13.9(b)(3)(b) below.
- (b) For purposes of computing the correct prorated payment amount, three-thirds (3/3) of the maintenance allowance is as follows:

Juvenile Ranch Facility	\$350
Camp Barrett	\$550
Work Project – CDPO I & II	\$550
Work Project – Senior Probation Officer	\$300
East Mesa Juvenile Detention Facility	\$300
Kearny Mesa Juvenile Detention Facility	\$300
Girls Rehabilitation Facility	\$300
Armed Units	\$250

The amount of the allowance shall be computed on paid service as follows:

<u>% of Required Service in Paid Status</u>	<u>Allowance</u>	
Over 75% through 100%	Three-thirds	(3/3)
Over 50% through 75%	Two-thirds	(2/3)
Over 25 % through 50 %	One-third	(1/3)
25% or less	Zero	(0/3)

Eligible Classes: Classes designated PO and SO.

(c) Uniform Allowance - Other.

- (1) Initial Issue. Eligible employees in classifications listed in subsection 1.13.9 (c)(4) (Initial Issue and Uniform Maintenance/Replacement Rates by Class) below, when hired or newly assigned to a position requiring them to wear a uniform, shall receive, within thirty (30) days of hire or assignment, an initial allowance toward the purchase of required uniforms in the amount provided in subsection 1.13.9 (c) (4) below.
- (2) Exception. Employees who are furnished uniforms at no cost shall not be covered by this uniform provision.
- (3) Annual Payment Schedule – Maintenance and Replacement.

For eligible employees in classifications listed in subsection 1.13.9(c)(4) below (Initial Issue and Uniform Maintenance/Replacement Rates by Class), for maintaining and/or replacing required uniforms and equipment, the County shall, on the payday for Payroll 05 of each year, pay a uniform maintenance allowance in the amount also listed in 1.13.9(c)(4) to employees who are in any eligible class in Payroll 04 of that year. The amount of the allowance shall be computed as follows, based on the amount of paid service in an eligible class:

<u>% of Required Service in Paid Status</u>	<u>Allowance</u>	
Over 75%	Three-thirds	(3/3)
Over 50% through 75%	Two-thirds	(2/3)
Over 25% through 50%	One-third	(1/3)
25% and less	Zero	(-0-)

- (4) Initial Issue and Uniform Maintenance/Replacement Rates by Class. Employees who receive a uniform allowance are required to wear a uniform at all times. For purposes of computing the correct payment amount, three-thirds (3/3) of the uniform allowance is as follows for the listed eligible classes:

<u>Class No.</u>	<u>Title</u>	<u>Three-Thirds (3/3) Allowance</u>
4545	Sheriff's Detentions Certified Nurse Pract.	\$300
4548	Sheriff's Detentions Nurse	300
4615	Nurses Assistant	300
4618	Psychiatric Technician	300

Class No.	Title	Three-Thirds (3/3) Allowance
4625	Licensed Vocational Nurse	300
4626	Sheriff's Detentions LVN	300
5700	Animal Care Attendant	650
5702	Supervising Animal Care Attendant	650
5703	Animal Control Officer	650
5710	Registered Veterinary Technician	650
5711	Supervising Animal Control Officer	650
5748	Community Service Officer	650
6019	Road Crew Supervisor	400
6023	Road Maintenance Worker	400
6025	Road Structure Worker I	400
6026	Road Structure Worker II	400
6027	Road Structure Worker III	400
6028	Road Structures Supervisor (T)	400
6035	Equipment Operator	400
6036	Senior Equipment Operator	400
6332	Park Ranger	550
6342	Senior Park Ranger	550
6343	Supervising Park Ranger	550
6410	Senior Cook	400
6411	Cook	400
6415	Food Services Worker	400
7089	Solid Waste Site Supervisor	400
7518	Public Works Trainee	400

Section 110. Section 1.13.10 of the Compensation Ordinance is hereby repealed.

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

Section 112. Section 1.13.10 of the Compensation Ordinance is hereby added 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) Hard Toe Shoes.

<u>Eligible Classes:</u>	
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
7073	Water Treatment Plant Operator
7083	Sewer Construction & Maintenance Worker
7515	Stores Delivery Driver
7518	Public Works Trainee
7539	Construction & Services Worker III
7540	Construction & Services Worker II
7541	Construction & Services Worker I

(2) Non Slip Safety Shoes.

<u>Eligible Classes:</u>	
4230	Veterinary Pathologist
4317	Disease Research Scientist
4318	Histology Technician
4319	Senior Histology Technician
4321	Senior Disease Research Scientist
5710	Registered Veterinary Technician
And classes designated: AE, CL, CM, CR, FS, MM, PR or PS when deemed appropriate by the department.	

(b) Back Belts.

- (1) If back belts are deemed appropriate by the department employees approved for such back belts shall be reimbursed up to fifty dollars (\$50) upon proof of purchase of departmental approved back belts. The department may also provide a back belt for an employee if deemed appropriate, in lieu of reimbursement.



Eligible Classes: Classes designated AE, CL, CM, CR, FS, MM, PR, PS or SS.

- (2) Back belts will be provided to employees in classes designated HS when determined by management to be necessary for the employee to perform his/her job.

Section 113. Section 1.13.11 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.11 – SAFETY GLASSES. If safety glasses are deemed appropriate by the Department, employees shall be reimbursed for safety glasses, regular and prescription, according to the following criteria.

- (a)
  - (1) The department will conduct a risk assessment to determine if eye protection is required.
  - (2) The employee will provide a prescription from a licensed medical provider (optometrist or ophthalmologist) that determines prescription glasses to be necessary.
  - (3) Safety glasses must meet minimum American National Standards Institute (ANSI) guidelines as required by Cal/OSHA regulations and approved by the department's safety officer.
  - (4) For an employee in class 6180 – Welder, additional testing may be required on an annual basis in order to be in compliance with safety standards.
- (b) Upon satisfying the criteria in (a) 1, 2 and 3 above, the County will reimburse the employee for a pair of basic safety glasses as follows:
  - (1) Frames: Selected by the employee.
  - (2) Lenses: Single, bifocal, trifocal and/or occupational lenses as required by prescription.
  - (3) Lenses: Polycarbonate shall be the standard. However, plastic or glass lenses may be approved by the department on a case-by-case basis if required by the prescription.
  - (4) Abrasion resistant coating and ultraviolet protection.
  - (5) Permanent side shields.
  - (6) Progressive, transition or polarized lenses, tinting, anti-fog coating or anti-reflective coating will be approved only if required by the prescription.
  - (7) Welding Hood: Prescription lenses may be fitted in the hood in lieu of regular prescription glasses.
  - (8) One pair of glasses per year not to exceed two hundred dollars (\$200) per year. The annual two hundred dollars (\$200) may be accumulated over any three-year period to a maximum of six hundred dollars (\$600).

Eligible Classes:

Classes designated CM , CR and the following MM classes:

3074	Senior Mail Clerk Driver
7069	Wastewater Plant Operator III
5885	Building Maintenance Supervisor
5900	Sheriff's Supervising Heli/Air Mechanic

Eligible Classes:

Classes designated CM , CR and the following MM classes:

- 6149 Telecommunications Technician III
- 6163 Sr Electronic Security & Systems Technician

Section 114. Section 2.1.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 2.1.1: APPLICATION. This article establishes classes and the compensation for each position in the Classified Service, as the classes, salary ranges and steps, and number of positions set forth in the Classified Service in Chapter 6 (Authorized Positions) and Appendix One (Salary Schedule).

Section 115. Section 2.1.2 of the Compensation Ordinance is hereby repealed.

SECTION 2.1.2: INCENTIVE COMPENSATION ADJUSTMENT: DEPUTY COUNTY COUNSEL.

Section 116. Section 2.1.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 2.1.5: “PASS THROUGH” PAYMENTS: In recognition of the fact that the State of California has designated funds for the direct compensation of certain designated employees who provide health care services in Skilled Nursing Facilities; the monies involved derive directly from the State of California and not from the funds of the County of San Diego; the State of California seeks to “pass through” compensation for health care employees who are assigned to provide direct patient care at skilled nursing facilities for which the County receives funds through the State of California pursuant to the provisions of Welfare and Institutions Code Section 14110.6.

Edgemoor “Pass Through” Premium Pay: Eligible employees in the following classes shall receive “Edgemoor Pass Through” premium pay up to a maximum of 10% calculated on their base hourly pay rate. This premium shall apply to all paid hours and shall not apply towards terminal payoff.

<u>Class No.</u>	<u>Class Title</u>
2650	Stock Clerk
4465	Nutritionist
4538	Staff Nurse
4615	Nurses Assistant
4625	Licensed Vocational Nurse
4770	Dietitian
5884	Building Maintenance Engineer
5905	Carpenter
5920	Electrician
5940	Painter
5967	Senior Painter
6200	Building Maintenance Engineer Assistant
6305	Gardener
6410	Senior Cook
6411	Cook
6415	Food Services Worker
6520	Linen Marker & Distributor
7030	Senior Custodian
7031	Custodian
7035	Healthcare Agency Housekeeper

<u>Class No.</u>	<u>Class Title</u>
7036	Sr Healthcare Agency Housekeeper
7514	Shuttle Bus Driver
7541	Construction & Services Worker I

Payment of the “Edgemoor Pass Through” premium pay is contingent upon continuation of funding by the State of California or, if such funding is not continued, shall be at the discretion of the County.

Section 117. Section 2.1.6 of the Compensation Ordinance is hereby repealed.

SECTION 2.1.6: LUMP SUM PAYMENT.

Section 118. Section 2.1.9 of the Compensation Ordinance is hereby repealed.

SECTION 2.1.9: INCENTIVE PAYMENT.

Section 119. Section 3.4.2 of the Compensation Ordinance is hereby repealed.

SECTION 3.4.2: INTEGRATED LEAVE PROGRAM.

Section 120. Section 3.5.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.5.1: APPLICATION.

- (a) This article establishes Executive Management and the classes and compensation, for each position in Executive Management, the classes, biweekly rate ranges, and number of positions set forth in Chapter 6 (Authorized Positions) and Appendix One (Salary Schedule) and designated EM. These positions and classes are exempted from the Classified Service pursuant to Charter Section 908.2(d) for County employees.
- (b) In addition, class 0215, Retirement Chief Executive Officer, authorized by Government Code section 31522.2, is designated Executive Management for benefit purposes only; and for salary purposes, the salary of this class shall be established pursuant to section 3.6.17 (Charter Authorized Staff to Elected Officials) of this ordinance.
- (c) This article also establishes Unclassified Management and the classes and compensation, for each position in Unclassified Management, the classes, biweekly rate ranges, and number of positions set forth in Chapter 6 (Authorized Positions) and Appendix One (Salary Schedule) and designated UM. These classes have significant responsibilities for formulating or administering County policies and programs and are hereby exempted from the Classified Service pursuant to Charter Section 908.2(e) for County employees.

Section 121. Section 3.5.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.5.2: EXECUTIVE/UNCLASSIFIED MANAGEMENT COMPENSATION PLAN. This Compensation Plan establishes compensation of employees in classes designated EM, NA, NE, or UM and provides for initial placement and subsequent adjustments of salaries within the structure of the Executive/Unclassified Management Schedule of Rates set forth in Appendix One (Salary Schedule). Any

adjustments in rates of compensation pursuant to this Plan shall be administered by the Chief Administrative Officer for all classes subject to this Plan, including Board of Supervisors' appointees, except that the Board of Supervisors shall act in place of the Chief Administrative Officer and the Executive Compensation Committee in establishing the compensation of the Chief Administrative Officer. The CAO shall serve as the designated representative of the Board of Supervisors in salary discussions with appointees of the Board, and shall have the authority to approve salary rates and compensation of such appointees pursuant to the provisions of this Plan. For purposes of this provision, wherever this Plan indicates an "appointing authority" has salary approval authority, the CAO shall act in place of the Board for appointees of the Board.

- (a) Structure.
- (1) The minimum, maximum and control point rates of the designated ranges are set forth in the Executive/Unclassified Management Schedule of rates in Appendix One.
  - (2) The control point rate of each designated range represents the job value of a fully competent employee and is the benchmark used to compare the class to other classes, internally and externally. The control point rate may be changed periodically, by amendment to this ordinance, to reflect changes in internal and/or external factors. Any such changes to control point rates shall not automatically change the current rate of employees in classes subject to this Plan.
  - (3) The ranges do not have steps. Employees may be paid an amount equal to or between the minimum and maximum rates of the designated range, in accordance with the provisions set forth herein.
  - (4) The structure of the schedule of rates and designated ranges for classes subject to this Plan will be reviewed periodically, based on changes in the labor market, internal equity and funds available for salaries.
- (b) Application. Article 1.3 (Step Placement) and Article 1.4 (Adjustment in Range), shall not apply to employees subject to this Plan. This Plan applies to all classes designated EM, NA, NE or UM in Appendix One (Salary Schedule).
- (c) Appointments. Employees appointed to classes subject to this Plan may receive a rate up to 85% of the mid-point rate of the designated range, as determined by the appointing authority. The Director may approve, after consulting with the appointing authority, a starting rate above 85% of the mid-point, not to exceed the mid-point, for candidates possessing exemplary credentials and/or outstanding qualifications. Appointments above the mid-point for candidates possessing such credentials or qualifications are subject to the recommendation of the Director and to the review and written approval of the Chief Administrative Officer. Pay rates above control point for employees in classes designated EM, NA, NE and UM are subject to the duration of time specified in the guidelines established by the Chief Administrative Officer. At the expiration of the duration of time specified in the CAO's guidelines, the CAO may reduce the pay rate to a rate not less than the control point for any employee subject to this Plan.
- (d) Temporary Assignment Compensation. Upon recommendation of the appointing authority and approval of the Chief Administrative Officer, employees in classes subject to this Plan may receive a rate up to 10% higher than their rate at time of assignment, not to exceed the control point, when assigned for a temporary period approved by the Chief Administrative Officer, not to exceed twelve months, to perform the duties of another class subject to this Plan with a higher control point rate. After consulting with the appointing authority, the Director may recommend the Chief Administrative Officer approve a rate more than 10% higher than their rate at time of assignment, not to exceed the control point. Temporary assignment compensation above the control point is subject to the recommendation of the Director, and to the review and written approval of the Chief Administrative Officer.

- (e) Adjustment Within Range Between Minimum and Control Point.
- (1) Any adjustment up to the control point in the designated range for the eligible employee's class shall be approved by the appointing authority and shall be subject to the determination by the appointing authority that the eligible employee's overall level of documented performance is rated at the level of meritorious or higher. The amount and duration of adjustment shall be within the guidelines promulgated periodically by the Chief Administrative Officer. No provision contained in this subsection shall be construed to provide a guarantee of adjustment or maintenance of rate at any time during the employee's term of employment in a class subject to this Plan.
  - (2) No provision contained in this subsection shall be construed to limit or deny an appointing authority's discretion to postpone an adjustment or reduce the compensation of an employee as a result of the employee's documented performance.
  - (3) Notwithstanding (1) and (2) above, salary rates of employees in classes subject to this Plan may be adjusted upon recommendation of the Executive Compensation Committee and approval of the Chief Administrative Officer after:
    - (a) Consideration of compensation analysis reported by the Director based upon pertinent salary survey data; and/or
    - (b) Review of the employee's qualifications and expected performance level subject to the determination of the appointing authority that the employee's overall documented performance is rated at the level of "meritorious" or higher; and/or
    - (c) Consideration of issues related to recruitment, retention or internal salary relationships.
- (f) Adjustment Within Range Above Control Point. Proposals for adjustment above the control point rate of the designated range shall be performance based and set forth in writing by the appointing authority on the form prescribed by the Director and submitted to the Executive Compensation Committee for consideration. The proposal must include:
- (1) An approved written Performance Plan established for the employee's position; and
  - (2) The Executive Performance Evaluation form indicating that the eligible employee's overall performance is rated at the level of "outstanding." This rating alone does not entitle an eligible employee to a pay adjustment.
- Salary rates of employees in classes subject to this Plan may also be adjusted after consideration of compensation analysis reported by the Director based upon pertinent salary survey data and/or after consideration of issues related to recruitment, retention or internal salary relationships. Any amount of adjustment under this subsection shall be based upon the recommendation of the Executive Compensation Committee and approval of the Chief Administrative Officer. The duration of adjustment for employees in classes designated EM, UM, NA and NE shall be within the guidelines promulgated periodically by the Chief Administrative Officer. At the expiration of the duration of time specified in the CAO's guidelines, the CAO may reduce the pay rate to a rate not less than the control point for any employee subject to this Plan.
- (g) Pay for Performance Plan: Base Pay Adjustment/Recognition Award
- (1) Base Pay Adjustment.

- (a) Employees in classes designated EM and UM may receive a base pay adjustment increase or decrease based upon overall performance in a fiscal year. Employees must receive a performance evaluation following the fiscal year of their performance before they may receive a base pay adjustment.
  - (b) To be eligible for consideration of a base pay adjustment for overall performance, an eligible employee must submit a Performance Plan to the CAO no later than August 31 of the fiscal year during which performance will be evaluated. Eligible employees who are appointed to their positions after the commencement of the fiscal year must submit their Performance Plans to the CAO by the end of the third month of their appointment with the County. All Performance Plans submitted to the CAO will be available for public review pursuant to the Public Records Act.
  - (c) Base pay adjustments shall be based upon the recommendation of the appointing authority and the Executive Compensation Committee and the approval of the Chief Administrative Officer, after receipt and consideration of the appointing authority's request, subject to the availability of funds within the departmental budget. For executives serving in positions appointed by the Board of Supervisors and the Chief Administrative Officer, and after consultation with the Board of Supervisors for Board appointees, the CAO shall act in place of the Executive Compensation Committee for purposes of this subdivision, and the CAO shall consult with the Executive Compensation Committee on CAO appointees.
  - (d) Specific objectives and criteria to measure overall performance, as established in the written Performance Plan and approved by the Chief Administrative Officer, shall be provided to all affected employees and shall be used in determining an eligible employee's overall performance.
  - (e) Nothing contained in this subsection shall prevent the Chief Administrative Officer from making a base pay adjustment increase or decrease at any time based upon the Chief Administrative Officer's assessment of overall performance of an employee in classes designated EM and UM, except that for Board appointees, the Chief Administrative Officer shall first consult with the Board on the performance of the Board appointees.
- (2) Chief Administrative Officer Recognition Award for Outstanding Achievement.
- (a) Employees in classes designated EM and UM may receive a recognition award during any fiscal year for an outstanding achievement up to a total of ten percent (10%) of the employee's approximate annual salary at the time of approval of the award, not to exceed \$10,000, upon approval by the Chief Administrative Officer. To be eligible for a recognition award for an outstanding achievement, an employee must have served at least six (6) months in eligible classes under this subsection during the period immediately preceding the time the recognition award is approved, and must be serving in an eligible class under this subsection at the time the recognition award is approved.
  - (b) The Chief Administrative Officer may at any time during a fiscal year grant an eligible employee a recognition award for outstanding achievement. In considering such an award, the Chief Administrative Officer shall review the circumstances comprising the achievement, including any information or recommendations provided by the Assistant Chief Administrative Officer, a Deputy Chief Administrative Officer or an appointing authority describing the

achievement and its realized or expected results. No eligible employee may receive more than one recognition award per fiscal year under this subsection.

- (c) Each recognition award for outstanding achievement shall be paid in a lump sum during a fiscal year. Recognition award payments shall not affect the employee's base rate of compensation.
  - (d) Commencing the first day of the first full pay period of each fiscal year, compensation of employees in classes subject to this Plan shall be unfixed and indefinite for each fiscal year thereafter until such time as the appointing authority determines whether to recommend a recognition award for outstanding achievement to the Chief Administrative Officer for consideration of the award and, in the event recommendation for approval is made, until the Chief Administrative Officer acts on the request.
- (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 Community Services Group, Land Use and Environment Group, Public Safety Group, Director, Health & Human Services, Director, Human Resources, Chief Financial Officer/Auditor & Controller 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.
  - (2) The Executive Compensation Committee shall be responsible for assisting the Chief Administrative Officer to insure that all salary determinations are in accordance with the provisions set forth in this Plan, and that such determinations are applied consistently and equitably to employees in classes subject to this Plan.
  - (3) Any salary determinations by the Chief Administrative Officer pursuant to this Plan shall be made only after consideration of the recommendation of the Executive Compensation Committee, except with respect to executives appointed by the Board of Supervisors and the CAO, in which case the CAO shall act in place of the Executive Compensation Committee.
  - (4) In cases designated herein where the appointing authority must submit requests for salary adjustment to the Executive Compensation Committee for consideration, the Executive Compensation Committee shall consider such requests and may refer them back to the appointing authority or may make a recommendation to the Chief Administrative Officer.

Section 122. 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 and Controller prior to reimbursement.

- (b) Unclassified Management. Upon determination by the appointing authority and approval by the Chief Administrative Officer that relocation allowance is appropriate to facilitate recruitment or selection for an appointment to a vacant position in a class designated UM, 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 and Controller prior to reimbursement

Section 123. Section 3.5.4 of the Compensation Ordinance is hereby repealed.

UNCLASSIFIED MANAGEMENT RELOCATION ALLOWANCE.

Section 124. Section 3.5.4 of the Compensation Ordinance is hereby added to read as follows.

SECTION 3.5.4 SEVERANCE PAY. If terminated by the appointing authority, or where there is a resignation in lieu of termination, an employee in the Unclassified Service may be eligible to receive up to six (6) months of their then annual salary upon approval of the Chief Administrative Officer or, in the case of Board appointed Executive Management positions, the Board of Supervisors; provided, however, that no severance pay may be paid if termination, or where there is a resignation in lieu of termination, is for reasons of malfeasance in office or conviction of a crime involving moral turpitude.

Section 125. Section 3.6.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.2: AIR POLLUTION CONTROL DISTRICT HEARING BOARD. For the following classes, compensation shall be \$50.00 per day of service while sitting as a member of the San Diego County Air Pollution Control District Hearing Board in session. If service is performed partially in the morning and partially after 1:30 p.m. on any day, or exceeds four (4) hours, compensation shall be \$100.00 for such day, and \$25.00 for hearing each request for emergency variance while not sitting as a member of the board in session, not to exceed \$70.00 per day.

<u>Class No.</u>	<u>Title</u>
0474	Alternate Member, Air Pollution Control District Hearing Board (appointed pursuant to Section 40800 of the Health and Safety Code)
0475	Air Pollution Control District Hearing Board Member

Section 126. Section 3.6.4 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.4: BOARD OF PAROLE COMMISSIONERS. For the following class, compensation shall be \$25.00 per meeting.

<u>Class No.</u>	<u>Title</u>
0457	Board of Parole Commissioners Member

Section 127. Section 3.6.6 of the Compensation Ordinance is hereby amended to read as follows:



SECTION 3.6.6: BOARD OF RETIREMENT. Commencing fiscal year 1994-95, for the following class, compensation shall be the amount established by the Board of Retirement pursuant to article XVI, section 17 of the California Constitution; provided, however, that the compensation shall not be in an amount greater than the maximum amount of compensation established by Government Code section 31521.

<u>Class No.</u>	<u>Title</u>
0440	Retirement Board Member

Section 128. Section 3.6.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.7: HEARING OFFICER (B/S). For the following class, compensation shall be \$78.38 for each four (4) hours or portion thereof conducting hearings and preparing findings of fact, conclusions of law and decision.

<u>Class No.</u>	<u>Title</u>
0451	Hearing Officer (B/S)

Section 129. Section 3.6.9 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.9: CIVIL SERVICE COMMISSION MEMBER/HEARING OFFICER.

- (a) For the following class, compensation shall be \$50.00 per day of service while sitting as a member of the Civil Service Commission in session. If such service during any day exceeds four (4) hours, compensation shall be \$100.00 for such day, not to exceed three (3) meetings in any calendar month.

<u>Class No.</u>	<u>Title</u>
0445	Civil Service Commission Member

- (b) For the following class, compensation shall be \$50.00 per day of actual hearing or investigation. If such hearing or investigation for any day exceeds four (4) hours, compensation shall be \$100.00 for such day.

<u>Class No.</u>	<u>Title</u>
0450	Hearing Officer, Civil Service Commission

Section 130. Section 3.6.10 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.10: INTERMITTENT WORKER. Persons employed for less than one hundred and twenty-one (121) working days during a fiscal year on a part-time or intermittent basis in positions exempted from the Classified Service by the Director pursuant to Charter Section 908.2(o) shall be compensated at an hourly rate within the range prescribed in Appendix One herein for the class in the Classified Service from which the position is exempted, at the step determined appropriate by the Director on the basis of education, experience and quantity and quality of services performed. Compensation for persons appointed to the following classes in the Unclassified Service shall be at the rates established for the classes in Appendix One:

<u>Class No.</u>	<u>Title</u>
0733	Per Diem Staff Nurse
0750	Per Diem Communications Dispatcher I
0751	Per Diem Communications Dispatcher II
0737	General Support Aide

Section 131. Section 3.6.13 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.13: PLANNING COMMISSION. For the following class, compensation shall be \$50.00 per meeting actually attended. If the meeting for any day exceeds four (4) hours, compensation shall be \$100.00 for such meeting, not to exceed sixty-three (63) meetings in any fiscal year. One member can additionally be paid on the same basis for attendance at Board of Supervisors' Planning Meetings to represent the Commission when Commission actions are appealed by staff, and when the Commission determines their position should be presented on selected controversial items.

<u>Class No.</u>	<u>Title</u>
0410	Planning Commission Appointive Member

Section 132. Section 3.6.14 of the Compensation Ordinance is hereby repealed.

SECTION 3.6.14: SAN DIEGO CAPITAL ASSET LEASING CORPORATION (SANCAL).

Section 133. Section 3.6.18 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.18: OTHER COMPENSATED CLASSES.

- (a) For the following class, compensation shall be at a rate within the hourly rate range established below, which rate shall be established and may be changed from time to time by the appointing authority with the approval of the Chief Administrative Officer. The rate shall be specified on the basis of education and experience and the quantity and quality of service performed. All pay adjustments shall be prospective only. Persons shall not be appointed to positions in the following class until the Director has exempted such position from the Classified Service for a specified period of temporary service.

<u>Class No.</u>	<u>Title</u>	<u>Hourly Rate Range</u>
0896	Temporary Expert Professional Employee	\$8.36 - \$156.75

- (b) For the following classes, compensation shall be at or within the hourly rate or hourly rate range established for the class in the Salary Schedule.

<u>Class No.</u>	<u>Title</u>
0735	Park Attendant (Seasonal)
0777	Election Worker IV
0779	Election Worker III
0780	Election Worker II
0781	Election Worker I
0790	Election Worker Specialist
0904	Student Worker – High School

<u>Class No.</u>	<u>Title</u>
0905	Student Worker – Undergraduate
0906	Student Worker – Graduate/Technical

- (c) The Student Worker classes are to provide for temporary appointments of students engaged in regularly established training programs. All appointments must be approved by the Director at the specified rate or a rate within the hourly range established in Appendix One.
- (d) For the following class, compensation shall be at or within the hourly rate range established below, which rate may be changed not more frequently than annually by the appointing authority with the recommendation of the Director and the approval of the Chief Administrative Officer. The particular rate shall be specified on the basis of education and experience, and on the quality and quantity of work. All pay adjustments shall be prospective only and coincide with the beginning of a payroll period. Notwithstanding Section 1.6.1, employees in the following class shall be eligible for night shift premium as provided in Section 1.6.5 (Night Shift Premium/Shift Differential).

Eligible Class:

<u>Class No.</u>	<u>Title</u>	<u>Hourly Rate Range</u>
0919	Temporary Expert Professional Employee, M.D., D.O., D.V.M.	\$8.36 - \$156.75

Section 134. Section 3.6.22 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.22: ELECTION POLL WORKERS.

- (a) Expense Allowance. Persons serving as Poll Workers in the positions of Precinct Inspectors, Assistant Inspectors, Touchscreen 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. For some assignments an additional expense allowance is also provided for transportation to the election training programs(s), attendance of the election training programs(s) and for transportation and delivery of poll equipment, supplies and ballots both to the polling place and to election night collection centers. In addition to the expense allowances(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 for their services. 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. Specific expense allowance amounts and nominal fees are listed below by Poll Worker Assignment:

Poll Worker Designated Assignment	Expense Allowance			Nominal Allowance Based on Assignment	Total Allowance	Bilingual Skills Pay*
	3 Meals per Day	<u>Election Day</u> Transportation	Transportation for Training			
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	\$20.00 if Clerk attends optional training	\$75.00 - \$95.00	\$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.						

- (b) Extraordinary Expenses. 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.
- (c) 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 (b) (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 (b)(2) above.

Section 135. Section 4.1.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.1.1: APPLICATION. Unless otherwise specified, leaves of absence may be granted to persons in the Classified and Unclassified Services of the County, in accordance with the provisions of the County Charter, the Government Code, applicable Memoranda of Agreements and this Article. Subject to conditions applicable to particular types of leave, employees paid at a biweekly rate are eligible for the privileges provided by this Chapter. Employees paid at an hourly or special rate are not eligible for the privileges provided by this Chapter.

Notwithstanding the provisions of Sections 1.2.5 (Appointment of Deputies) and 1.2.7 (Classes Exempt from FLSA), biweekly rate employees in classes with overtime designator "X" indicated in Appendix One shall not be required to use any of the paid leave of absence provisions under this Chapter for authorized absences of less than the employee's regularly scheduled work day. Such partial day absences shall be compensated as if the absences were time worked.

Section 136. Section 4.1.2 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 4.1.2 LEAVE OF ABSENCE AUTHORIZATION.**

- (a) **REQUEST FOR LEAVE.** Notwithstanding subsection (b) (Required Leave) below, requests for leaves of absence shall be submitted in writing to the appointing authority (Absence/Overtime, form CS 180, may be used for this purpose). All requests shall designate the time at which the absence is to begin and end; shall be signed by the employee; and approved or disapproved in writing and signed by the employee's appointing authority. Requests shall be submitted to the Director when required by the provisions of this Chapter 4.
- (b) **REQUIRED LEAVE.** The following types of leave may be required by the appointing authority:
  - (1) Compulsory Leave pursuant to Section 4.3.8.
  - (2) Administrative Leave pursuant to Section 4.2.12.
  - (3) DOT (Federal Department of Transportation) Drug/Alcohol Testing Leave pursuant to Section 4.2.16.

Section 137. Section 4.1.3 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 4.1.3: APPOINTING AUTHORITY DESIGNATES TIME OF LEAVE.** Leave of Absence shall be approved in advance by the appointing authority with the exception of sick leave, injury leave, military leave and court/jury leave.

Section 138. Section 4.1.4 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 4.1.4: PAY CALCULATION.** Unless otherwise specifically provided herein, employees on approved leave with pay shall receive their base rate only, plus those premiums made specifically payable by Chapter 1 while on paid leave. While on approved leave without pay employees shall receive no pay.

Section 139. Section 4.2.1 of the Compensation Ordinance is hereby repealed.

**SECTION 4.2.1: VACATION.**

Section 140. Section 4.2.1 of the Compensation Ordinance is hereby added to read as follows:

**SECTION 4.2.1: VACATION.**

- (a) **Definition.** Vacation is paid time off earned by eligible employees to refresh and rejuvenate.
- (b) **Eligibility.** To earn vacation credit, or become entitled to take vacation, an employee must be paid at a biweekly rate (i.e. a "regular employee" per Section 1.1.3 (Definitions)). Where the rate of pay of an employee is changed to an hourly, per diem, per clinic, per license issued or any other rate of pay other than a biweekly rate, such employee shall not be entitled to any

vacation and shall discontinue earning vacation credit. Such employee shall be paid the monetary value of all his/her unused vacation credit and for any vacation earned but not yet credited to him/her at the time of the change in his/her rate of pay.

- (c) Availability of Credit and Minimum Unit. Vacation credits shall become available for use on the first day of the period of paid service following the pay period in which they were earned. Vacation credit shall be accrued and used in tenths of hours.
- (d) Holidays During Vacation. Paid holidays immediately preceding, immediately following or wholly within the vacation period shall not be charged as vacation, except that when the eligible employee is paid the monetary value of vacation or granted pre-retirement terminal vacation, such paid holidays shall be charged as vacation.
- (e) Vacation Earnings.
  - (1) General Principles.
    - (a) Continuous Service. Vacation credits are earned by having the stated years of continuous service during present employment.
    - (b) Credits Earned. Credits are earned for each hour of regularly scheduled paid service, including Voluntary Time Off (VTO) and Work Furlough, but not including overtime.
    - (c) Change in Earnings Rate. A change in the rate of vacation earned by an eligible employee shall be made only at the beginning of the pay period following the employee's eligibility for the different rate.
    - (d) Return to Duty Following Layoff or Disability Retirement. When an employee is reinstated after layoff or disability retirement, the continuous service date held immediately prior to the layoff or disability shall be used for vacation computation.
  - (2) Rate of Earnings. Eligible employees in the designated union codes below earn vacation credit as follows:

Vacation Earnings by Union Code			
Union Code	Years of Continuous Service During Present Employment	Vacation Credit % Earned for Each Hour of Regularly Scheduled Paid Service	Hour/Day Approximate Equivalent for Full-Time Employees Over One Year (26 Biweekly Pay Periods)
AE, CE, CL, CM, CR, DI, DM, FS, HS, MM, NS, PO, PR, PS, RN, SO, SS, SW	Less than five (5)	3.846%	80 hours/ 10 days
	Over five (5) but less than fifteen (15)	5.769%	120 hours/

Vacation Earnings by Union Code			
Union Code	Years of Continuous Service During Present Employment	Vacation Credit % Earned for Each Hour of Regularly Scheduled Paid Service	Hour/Day Approximate Equivalent for Full-Time Employees Over One Year (26 Biweekly Pay Periods)
			15 days
	Over fifteen (15)	7.692%	160 hours/ 20 days
EM, NA, NE, UM, and employees grandfathered under Section 5.1.5	Less than 5	5.769%	15 days
	5 to 14	7.692%	20 days
	15 or more	9.615%	25 days
AM, AS, CC, CEM, CS, DA, MA, NM, PD, PM	Less than 5	4.615%	96 hours/ 12 work days
	5 to 15	6.548%	136 hours/ 17 work days
	15 or more	8.461%	176 hours/ 22 work days
DS	Less than 5	3.846%	85 hours/ 10 work days
	5 to 15	5.769%	127½ hours/ 15 work days
	15 or more	8.461%	170 hours/ 20 work days
SM	Less than 5	4.615%	102 hours/ 12 work days
	5 to 15	6.548%	144.5 hours/ 17 work days
	15 or more	8.461%	187 hours/ 22 work days

(f) Granting Vacation, Requests and Schedules.

- (1) Vacation Approval. Unless otherwise specified below vacation shall be approved as follows:
- (a) The appointing authority determines the time and duration of vacation taken by the employee. Therefore, the advance consent of the appointing authority is required to be obtained by an employee prior to using vacation.

- (b) The appointing authority shall endeavor to respond as soon as possible to an employee’s written request for vacation but not later than thirty (30) days (within 15 working days for classes designated SW) from the date the request is submitted.

(2) Service Needs.

- (a) Vacation schedules shall be arranged with particular regard to the needs of the service, and, so far as possible, with the wishes of the employee.
- (b) Designated Attorney Classes. Vacation schedules shall be arranged with particular regard to the needs of the service, and an employee may be required to use vacation for operational or other needs of the department.

Eligible Classes: Classes designated: AM, AS, CC, CS and DA.

(3) PO Classes. In addition to subsection (f)(1) (Vacation Approval) above:

- (a) Vacation time may commence any hour of any day of the week and shall consist of consecutive working hours.
- (b) When vacation requests are granted, the appointing authority agrees not to interrupt the period of time requested or schedule the employee to work on his/her normally scheduled days off immediately preceding or following the approved vacation, except in cases of emergency.

(4) DS and SM Classes. In addition to subsection (f)(1) (Vacation Approval) above:

- (a) Vacation schedules shall be arranged by the appointing authority in a manner which assures appropriate coverage of service needs and considers the wishes of the employees.
- (b) At the discretion of the appointing authority, an employee’s annual vacation time may be divided into separate time periods if the needs of the service require such division.
- (c) An employee may be permitted to alter his or her scheduled vacation time upon the approval of the appointing authority. Vacation may be taken by an employee for time segments of no less than one (1) hour with the approval of the appointing authority.
- (d) The appointing authority may require an employee to take vacation time. Unless requested by the employee, no vacation will be scheduled for a time period of less than five (5) consecutive work days by the appointing authority.

(g) Maximum Vacation Accumulation.

(1)

<b>Maximum Vacation Accumulation</b>		
<b>Union Code</b>	<b>Maximum Allowable Accumulation</b>	<b>High Water Mark Accrual Limits</b>



	Two Times Annualized Vacation Earnings Rate Limit  (2x)	Two and One-Half Times Annualized Vacation Earnings Rate Limit  (2 ½x)	
CE, CEM, EM, MA, NA, NE, NM, NR, NS, SO, UM		√	Vacation credits as of the end of payroll 6 in FY 97/98 (September 11, 1997), less any reduction to this amount following vacation credit pay-down.
AE, AM, AS, CC, CL, CM, CR, CS, DA, FS, HS, MM, NS, PD, PM, PO, PR, PS, RN, SS, SW	√		
DI, DM	√		Vacation credits designated as the employee's "High Water Mark" effective November 17, 2000.
DS	√		Vacation credits designated as the employee's "High Water Mark" effective February 23, 2001.
SM	√		Vacation credits designated as the employee's "High Water Mark" effective January 12, 2001.

(2) Maximum Allowable Accumulation (Maximum Balance).

- (a) If, at the end of any payroll period an employee's accumulation equals or exceeds the employee's allowable vacation earnings rate limit (Maximum Balance), no vacation credits shall be earned by the employee for that payroll period.
- (b) The County shall provide a one-time notification to employees who have reached eighty percent (80%) of their Maximum Balance. Employees who subsequently reduce their balance below eighty percent (80%) will be notified again on a one-time basis upon reaching eighty percent (80%) of their Maximum Balance.
- (h) Vacation Credit Pay-Down. For all employees, an appointing authority may authorize a portion of an employee's vacation credits to be converted to a cash payment under the following circumstances:
- (1) Balance Required. The employee's vacation balance has exceeded an amount equal to eighty percent (80%) of his/her Maximum Balance; and,
  - (2) Employee at Limit. The employee is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance; and

- (3) Request Denied. The employee has requested, and been denied, use of vacation prior to reaching their Maximum Balance; and
- (4) 50% Usage. The employee has used one half (50%) of their authorized annualized vacation accrual for the period inclusive of payroll 07 of the previous fiscal year and payroll 06 of the current fiscal year; and,
- (5) Retention Percent. The pay down shall be limited to an amount which will leave a remaining balance of no less than seventy-five percent (75%) of the Maximum Balance. For employees designated DI, DM, DS, and SM the paydown shall be limited to a maximum amount of four thousand dollars \$4,000 per fiscal year, which will leave a remaining balance of no less than seventy-five percent 75% of the Maximum Balance.
- (6) When an employee is to be paid or credited the monetary value of vacation, such compensation shall be made on the basis of the employee's basic rate of pay at the time, plus those applicable premiums or bonuses which are being paid as part of the employee's hourly rate at the time of separation, exclusive of any biweekly fixed dollar amount premiums and any other premiums specifically identified as excluded from terminal payout.
- (i) Vacation Credits at Separation from County Service.
- (1) Separation from County Service. At the time an employee is separated from the County service, the monetary value of all vacation entitlement shall be paid, except for subsection (a) below.
- (a) No vacation credits shall be eligible for terminal payment until the employee has completed a minimum of one (1) year of continuous paid service in his/her current employment except when the separation is because of layoff.
- 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, SM, SS and SW.
- (b) Vacation credits shall be eligible for terminal payment as earned.
- Eligible Classes: Classes designated CE, CEM, EM, MA, NA, NE, NM, NS, SO and UM.
- (c) An employee retiring from County service may be granted a terminal vacation in lieu of being paid its monetary value. An employee on terminal vacation shall not earn any vacation credit.
- (d) Except as otherwise provided in subsection (i)(2)(b) (Terminal Pay Plan) below, When an employee is to be paid or credited (for retirement) the monetary value of vacation, such compensation shall be made on the basis of the employee's basic rate of pay at that time plus those applicable premiums or bonuses which are being paid as part of the employee's hourly rate at the time of separation exclusive of any biweekly fixed dollar amount premiums and any other premiums specifically identified as excluded from terminal payout.
- (2) Terminal Pay Plan.
- (a) All employees shall participate in the County's Terminal Pay Plan (Plan).

However, only the terminal paychecks (including unused vacation) of those employees who have reached the age of fifty-five (55) shall be placed into the Plan. These terminal paychecks shall be placed into the Plan on a pre-tax basis in accordance with the Plan, all applicable laws and all rules and regulations applicable to the Plan.

- (b) Notwithstanding any other provision in subsection 4.2.1(i) (Vacation Credits at Separation from County Service), for employees designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, EM, FS, HS, MA, MM, NA, NE, NM, PD, PM, PO, PR, PS, RN, SO, SM, SS, SW, or UM, an eligible employee who is a participant in the County of San Diego Defined Benefit Pension Plan or the County of San Diego Defined Contribution Savings Plan or both of such plans on the date of his or her separation from County service, shall not be paid the monetary value of all available vacation credit as provided in subsection 4.2.1(i) (Vacation Credits at Separation from County Service) above but, in lieu of such payment, shall receive the benefits provided for under the County of San Diego Defined Benefit Pension Plan and the County of San Diego Defined Contribution Savings Plan, if any, as provided therein.
- (j) Major Project or Workload Exception. Notwithstanding subsection (h) (Vacation Credits Pay-Down) for employees designated CE, CEM, MA, EM, NA, NE, NM, NR and UM effective January 10, 2002, for employees in classes designated AE, CL, CM, CR, FS, HS, MM, PO, PR, PS, RN, SO, SS, SW, an employee who is assigned to a major project or significant workload for which the project or work related activities extend over twelve (12) continuous months or more and the employee is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to cash payment as described in subsection (h) (Vacation Credits Pay-Down) above.
- (k) Extraordinary Case Load Exception.
  - (1) Notwithstanding subsections (g)(2) (Maximum Allowable Accumulation) and (h) (Vacation Credit Pay-Down) above, an employee designated PD or PM who is assigned as defense for a major, complex, high profile case for which the trial, or trial related activities, extends over twelve (12) continuous months or more and results in the employee not receiving vacation accruals because of meeting or exceeding the maximum vacation balance, may have such vacation restored, by the appointing authority with the approval of the Chief Administrative Officer. Such restoration must be requested within one (1) year of conclusion of the "high profile" case. In addition, no restoration shall be made until the employee has reduced his/her maximum balance within this same one (1) year period to allow the restoration to be made without exceeding the employee's maximum allowable accumulation.
  - (2) Notwithstanding subsection (h)(4) (Vacation Credit Pay-Down; 50% Usage) above, an employee designated AM, AS or DA who is assigned to a major, complex, high profile case for which the trial or trial related activities extends over twelve (12) continuous months or more and the employee is, or imminently will be foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to a cash payment as described in subsection (i) (Vacation Credits at Separation from County Service) above.
- (l) CAO Sponsored Special Task Force Credit. An unclassified or non-represented employee who is assigned to a CAO sponsored special task force for a period of over twelve (12) continuous months or more and which assignment results in the employee not receiving vacation accruals because of meeting or exceeding the maximum vacation balance, may have such vacation,

which the assigned employee would have earned, paid out in its cash value by the appointing authority with the approval of the Chief Administrative Officer or that Officer's designee. Such request must be submitted to the appointing authority within one (1) year of conclusion of the assignment to such special task force. In addition, no vacation credits shall be accrued until the employee has reduced his/her maximum balance within this same one (1) year period following the task force assignment.

- (m) Injury Leave Exception. Notwithstanding subsection 4.2.1(g) (Maximum Vacation Accumulation) above or covered by 4.2.1(n) (Injury Leave California Labor Code Section 4850 Exception) below, an employee who is on injury leave as defined in Section 4.2.3 for a period of six (6) months or more within the last twelve (12) month period and the employee is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to cash payment as described in subsection 4.2.1(h) (Vacation Credit Pay-Down) above and notwithstanding subsection (h)(4) (Vacation Credit Pay-Down; 50% Usage) with the approval of the appointing authority and the Director of Human Resources.
- (n) Injury Leave California Labor Code Section 4850 Exception. Notwithstanding subsection (g) (Maximum Vacation Accumulation) above, an employee who is on injury leave as defined in Section 4.2.3 (Injury Leave) for a period of six (6) months or more within the last twelve (12) month period and the employee is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to a cash payment as described in subsection (h) (Vacation Credit Pay-Down) above.

Eligible Classes: Classes designated: DI, DM, DS, PO, SO and SM.

- (o) Child Care Vacation Exchange. See 4.2.10 (Child Care Vacation Exchange).
- (p) Anti-Terrorist Campaigns Leave Exceptions. An employee who is on Anti-Terrorist Campaigns Leave in support of Operation Enduring Freedom as defined in Section 4.2.6 (Military Leave) and is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to cash payment as described in subsection (h) (Vacation Credit Pay-Down) above and notwithstanding subsection (h)(3) (Vacation Credit Pay-Down; Request Denied) and subsection (h)(4) (Vacation Credit Pay-Down; 50% Usage) with the approval of the appointing authority and the Director of Human Resources.

Section 141. Section 4.2.2 of the Compensation Ordinance is hereby repealed.

SECTION 4.2.2: SICK LEAVE.

Section 142. Section 4.2.2 of the Compensation Ordinance is hereby added to read as follows:

SECTION 4.2.2: SICK LEAVE.

- (a) Definition. Sick Leave is paid time off which may be used when an employee is absent from duty.
- (1) Personal Sick Leave. Sick leave is paid leave earned and granted to an eligible employee for absences from work caused by personal illness or injury, for emergency or routine medical or dental appointments, and for reasonable travel time to and from health care facilities. An employee who is incapacitated for work because of pregnancy may be granted sick leave upon presentation of satisfactory evidence from a physician verifying incapacitation.
- (2) Care for Immediate Family Member. "Immediate Family" means husband, wife, child,

stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, or any person serving as a parent, or who has served as a parent, or any other person living in the same household as the employee.

Paid Sick Leave Eligibility In a 12 Month Period To Care for Immediate Family Member		
Union Code	Sick Leave Limit To Care for a Family Member Who is Ill or Injured	Additional Sick Leave Request in Excess of the Maximum Limit to Care for a Family Member Who is Critically or Terminally Ill
AE, CE, CEM, CL, CM, CR, EM, FS, HS, MM, NA, NE, NM, NS, PO, PR, PS, RN, SS, SW, UM	80 Hours	Is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.
DI, DM, DS, PD, PM, SM	60 Hours	
MA	40 Hours	
CC, CS	5 Work Days	
AM, AS, DA	52 Hours	May be available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.
SO	5 Work Days	N/A

- (b) **Eligibility.** Employees eligible to earn sick leave are those employees who are paid at a biweekly rate, and who have regularly scheduled paid service of not less than one-half of the standard eighty (80) hour pay period or standard eighty-five (85) hour work period for employees in DS or SM units.
- (c) **Earnings.** Eligible employees shall earn sick leave credit at the rate of five percent (5%) of the employee's regularly scheduled hours per pay period. The hour/day approximate equivalent sick leave accrual for full-time employees over one year (26 pay periods) is one hundred four (104) hours, or thirteen (13) days. Sick leave is credited in units of one-tenth (1/10) of one hour, up to a maximum of four (4) hours, at the beginning of the pay period following the one in which it was earned.
- (1) **Earn Rate.** Eligible employees shall earn sick leave credit at the rate of five percent (5%) of the employee's regularly scheduled hours per standard work period. The hour/day approximate equivalent sick leave accrual for full-time employees over one year (26 pay periods) is one hundred ten and one-half (110½) hours, or thirteen (13) days. Sick leave is credited in units of one-tenth (1/10) of one hour, up to a maximum of four-and-one-quarter (4.25) hours at the beginning of the standard work period following the one in which it was earned.

**Eligible Classes:** Classes designated DS and SM.

(2) Irregular or Rotating Shifts. Paid service during one (1) pay period shall not be considered in computing sick leave earned during any other pay period except when a full-time employee works irregular or rotating shifts that average the full schedule, as defined in Section 1.5.1 (Work Periods). Such employee shall earn the normal full amount of sick leave, but not more than the normal full amount, for each such pay period worked.

(3) Advanced Credit. Employees first employed, or reemployed after a break in service when earned sick leave is not restored, shall be advanced eighty (80) hours of sick leave credit at the time of employment. Employees receiving advanced sick leave credit shall not accrue additional sick leave credits during the pay periods that the credited 80 hours were advanced.

Eligible Classes: Classes designated CEM, EM, MA, NM, NA, NE and UM.

(4) Reserve Sick Leave Credit. At time of hire, an eligible employee is credited ten (10) days reserve sick leave pending normal accrual during the first year of employment.

Eligible Classes: Classes designated AM, AS, CC, CS, DA, PD and PM.

(d) Use of Sick Leave.

(1) Availability of Credits. Sick leave credit shall be available for use on the first day of the pay period following the pay period in which it was earned, and not before. No sick leave shall be granted in excess of the employee's credits, except as stated in subsection (c)(4) and (5) (Earnings) above.

(2) Minimum Unit. Sick leave credit is taken in units of one-tenth (1/10) of an hour.

(3) Holidays. Paid holidays immediately preceding, immediately following, or wholly within the period for which sick leave is granted shall not be regarded as part of such period of sick leave.

(4) Illness Occurring During Vacation. Upon request of an employee the appointing authority may allow the substitution of sick leave for paid vacation provided the employee furnishes a doctor's statement or other satisfactory evidence that the employee was ill or injured as set forth below:

Union Code	Substitution of Sick Leave for Paid Vacation	
	Illness or Injury Requirement	Allowable Substitution
AE, CE, CEM, CL, CM, CR, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SS, UM	Three (3) or more consecutive days	Three (3) or more days
AM, AS, CC, CS, DA	Three (3) or more consecutive days	Five (5) or more days
DS, SM, SW	Five (5) or more consecutive days	Five (5) or more days

Union Code	Substitution of Sick Leave for Paid Vacation	
	Illness or Injury Requirement	Allowable Substitution
DI, DM	Twenty-four (24) or more consecutive hours	Twenty-four (24) Hours

- (5) Adoption of Child. Employees in eligible classes listed below shall be entitled to use up to eighty (80) hours of their accrued sick leave to make arrangements for the adoption of, and to care for, the adopted child.

Eligible Classes: Classes designated CE, CEM, SO, MA, UM, EM, NA, NE and NM.

- (6) Combination with Bereavement Leave. An employee shall be entitled to use two (2) days of sick leave as bereavement leave.
- (7) Combination with Labor Code Section 4850 Leave. A person receiving paid leave pursuant to Labor Code Section 4850 shall not use paid sick leave unless and until Labor Code Section 4850 paid leave is exhausted.

(e) Request for Sick Leave.

- (1) Each request for sick leave shall set forth the reasons for the request and such further information as may be required.
- (2) Requests for more than the number of consecutive work days/hours of sick leave specified below shall be accompanied by a doctor's verification or other evidence satisfactory to the appointing authority which demonstrates the employee's incapacity to return to work or necessity to be absent. Requests because of the death of a member of the employee's immediate family will not require such verification. Employees shall not be required to present such verification for sick leave purposes until after the expiration of the consecutive days/hours below unless their appointing authority has good cause to require earlier verification and has so informed the employee prior to or during the employee's absence.

Sick Leave Verification Summary	
Union Code	Verification Required
AE, AM, AS, CE, CEM, CL, CM, CR, DA, DS, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SM, SO, SS, UM	Five (5) work days or earlier. The appointing authority may require such earlier verification.
CC, CS, SW	Five (5) work days, or forty (40) hours if employee is on an alternate work schedule.
DI, DM	Forty (40) hours

(f) Payoff of Unused Sick Leave. Cash payment and credit toward retirement for employees' unused sick leave credits.

(1) Ineligible for Compensation. Employees who enter County service on or after July 1, 1979 (June 25, 1981 for employees in classes designated DS and SM and June 30, 1979 for employees in classes designated SW) shall not be eligible for compensation for any of their unused sick leave credits, except for employees in classes designated EM, NA, NE and UM which are defined in subsection (h) (Conversion of Sick Leave Credits to Cash at Termination or Retirement) below.

(2) Eligible for Compensation. An employee who entered County service prior to July 1, 1979 (June 25, 1981 for employees in classes designated DS and SM and June 30, 1979 for employees in classes designated SW) with ten (10) or more years of continuous service during that employee's present employment who retires, voluntarily terminates, dies, discontinues earning sick leave credits by reason of that employee changing from being paid at a biweekly rate, is elected to County Office, or is laid off, shall be paid twenty-five percent (25%) of that employee's accumulated sick leave credits on one of the payout ranges below. An employee who received such compensation shall have no right to restoration of any sick leave credit upon return to County service. Use the table in subsection (a) below to determine the appropriate payout range for all eligible employees except MA and the table in subsection (b) to determine the appropriate payout range for eligible MA employees.

(a) Steps to Compute 25% Payout.

(b)

to

<b>All Eligible Employees (Except Employees in Classes Designated MA as of June 28, 1979)</b>		
\$ 0	to	\$ 6,000
6001	to	7,000
7,001	to	8,000
8,001	to	9,000
9,001	to	10,000
10,001	to	11,000
11,001	to	12,000
<p>Cash payout for unused sick leave credits shall not exceed the upper limit of the range at which the employee's unused credits lie as of June 28, 1979 (June 24, 1981 for employees in classes designated DS and SM and June 30, 1979 for employees in classes designated SW).</p> <p>Steps to Compute 25% Payout.</p> <ol style="list-style-type: none"> <li>Using above dates calculate the value of 25% of the final sick leave balance at the wage rate in effect on the applicable date shown above and identify the payout range in which this amount falls.</li> <li>Calculate the value of 25% of the final wage rate.</li> <li>The cash payout shall be the lesser of the upper limit of the range identified in step 1 or the calculated value from step 2.</li> </ol>		

Steps  
Compute 25%  
Payout - MA  
Classes.



<b>Employees in Classes Designated MA as of June 28, 1979</b>	
\$ 0 - 6,000	\$ 19,001 - 20,000
6,001 - 8,000	20,001 - 21,000
8,001 - 9,000	21,001 - 22,000
9,001 - 10,000	22,001 - 23,000
10,001 - 11,000	23,001 - 24,000
11,001 - 12,000	24,001 - 25,000
12,001 - 13,000	25,001 - 26,000
13,001 - 14,000	26,001 - 27,000
14,001 - 15,000	27,001 - 28,000
15,001 - 16,000	28,001 - 29,000
16,001 - 17,000	29,001 - 30,000
17,001 - 18,000	30,001 - 31,000
18,001 - 19,000	31,001 - 32,000
<p>Cash payout for unused sick leave credits shall not exceed the upper limit of the range at which the employee's unused credits lie as of June 28, 1979.</p> <p>Steps to Compute 25% Payout.</p> <ol style="list-style-type: none"> <li>1. Using above dates calculate the value of 25% of the final sick leave balance at the wage rate in effect on the applicable date shown above and identify the payout range in which this amount falls.</li> <li>2. Calculate the value of 25% of the final sick leave balance at the employee's final wage rate.</li> <li>3. The cash payout shall be the lesser of the upper limit of the range identified in step 1 or the calculated value from step 2.</li> </ol>	

- (c) Employees in Classes Specified in Section 5.1.5. When calculating the payout value in step 1, determine the value of 50% of the unused sick leave credit earned prior to January 13, 1978 at the employee's salary level as of January 12, 1978. Add the result to the payout value calculated in step 1, then use the total to identify the employee's payout range for the cash payout calculation in step 3.

(g) Conversion of Sick Leave Credits to Retirement Service Credit.

- (1) Eligible employees in classes listed below, may, upon retirement, deferred retirement, disability retirement from County Service, or death, convert all or a portion of their sick leave balance into retirement service credits subject to the rules and regulations of the San Diego County Employees' Retirement Association, provided that:
- (a) The employee has completed five (5) or more years of continuous service during that employee's present employment; and
  - (b) The employee's sick leave balance totals one hundred (100) hours or more.

Eligible Classes: Classes designated CE, CEM, MA, EM, NA, NE, NM, NS, SO and UM.

- (2) Upon retirement, deferred retirement, disability retirement from County Service, or death, an eligible employee's sick leave balance may be converted into retirement service credits subject to the rules and regulations of the San Diego County Employee's Retirement Association, provided that:
- (a) The employee has completed ten (10) or more years of continuous service during that employee's present employment; and
  - (b) The employee's sick leave balance totals three hundred (300) hours or more; and therefore,
  - (c) Employees with ten (10) or more years of service may convert one hundred percent (100%) of their total sick leave credits.

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, SM, SS, and SW.

- (3) Employees eligible under both subsection 4.2.2(f) and subsection 4.2.2(g) may elect to:
- (a) Receive their full cash payment under subsection 4.2.2(f) (Payoff of Unused Sick Leave) and then convert their remaining eligible hours under subsection 4.2.2(g) (Conversion of Sick Leave Credits to Retirement Service Credit); or
  - (b) Waive receiving full cash payment under subsection 4.2.2(f) (Payoff of Unused Sick Leave) and convert their eligible hours under subsection 4.2.2(g) (Conversion of Sick Leave Credits to Retirement Service Credit).

(h) Conversion of Sick Leave Credits to Cash at Termination or Retirement.

- (1) Upon retirement, deferred retirement, disability retirement from County service, death or termination, all or a portion of an eligible employee's sick leave balance may be converted to cash at fifty percent (50%) of its value, except as otherwise provided in subsection 4.2.2(h)(2) below. One hundred percent (100%) of all sick leave credits that are paid to the employee in cash at fifty percent (50%) of their value will be removed from the employee's sick leave balance. An employee eligible under this subsection and also subsection 4.2.2(g)(1) above may convert any unpaid portion of the sick leave balance to retirement credit.

Eligible Classes: Classes designated EM, NA, NE and UM.

(2) Terminal Pay Plan.

- (a) All employees shall participate in the County's Terminal Pay Plan (Plan). However, only the terminal paychecks (including sick leave, if applicable) of those employees who have reached the age of fifty-five (55) shall be placed into the Plan. These terminal paychecks shall be placed into the Plan on a pre-tax basis in accordance with the Plan, all applicable laws and all rules and regulations applicable to the Plan.
- (b) Notwithstanding subsections 4.2.2(f) (Payoff of Unused Sick Leave) and 4.2.2(h)(1) above, an eligible employee in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, EM, FS, HS, MA, MM,

NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SM, SS, SW and UM, who is a participant in the County of San Diego Defined Benefit Pension Plan, or the County of San Diego Defined Contribution Savings Plan, or both, on the date of his or her separation from County service, shall not be paid the monetary value of the sick leave balance otherwise payable under subsections 4.2.2(f) and 4.2.2(h)(1) above but, in lieu of such payment, shall receive the benefits provided for under the County of San Diego Defined Benefit Pension Plan and the County of San Diego Defined Contribution Savings Plan, if any.

(i) Cancellation and Restoration of Sick Leave Credits.

- (1) An employee’s sick leave credits shall be canceled, subject to subsection (i)(2) below, upon separation from County Classified Service, or upon changing from a biweekly rate of pay.
- (2) Employee sick leave credits accrued at time of separation, and which have not been subject to payout, shall be restored under the following conditions:
  - (a) An employee returns to duty within three (3) years after separation because of layoff or disability retirement; or
  - (b) An employee returns to duty within twelve (12) months following separation from temporary or seasonal employment; or
  - (c) To the extent that recovery is made by the County either through Workers’ Compensation Act benefits or claim against a responsible third party, of compensation, including any salary, vacation, sick leave and retirement credits paid an employee during absence on sick leave. Restored credits shall be computed on the basis of the employee’s wage rate granted as sick leave during the time of absence. Credits shall be restored in full hour units with fractions of an hour disregarded.

(j) Sick Leave Incentive Overtime Reduction Pilot Program: DS Classes Only.

(1) Eligibility for Annual Cash-Out.

To be eligible for the annual cash-out program, an employee must have a sick leave balance of at least one hundred and fifty (150) hours in the payroll period immediately preceding the payroll period in which the cash-out payment is made. Further, the employee must have at least ninety-nine (99) hours of sick leave remaining in the employee’s balance after the cash-out payment is made.

(2) Sick Leave Cash-Out Schedule.

An eligible employee will have the option to cash out a portion of the employee’s sick leave balance based on the six usage levels set forth on the following schedule:

	<b>Maximum Annual Usage</b>	<b>Number of Hours of Cash-Out</b>
Level 1:	0 to 8.5 hours	51.0 hours
Level 2:	8.5+ up to 17.0 hours	42.5 hours
Level 3:	17+ up to 25.5 hours	34.0 hours
Level 4:	25.5+ up to 34.0 hours	25.5 hours
Level 5:	34.0+ up to 42.5 hours	17.0 hours
Level 6:	42.5+ up to 51.0 hours	8.5 hours

- (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 143. Section 4.2.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.5: COURT LEAVE AND JURY DUTY.

- (a) Definition. Court leave is paid leave granted by the County to an eligible employee to enable that employee to fulfill his/her duty as a citizen to serve as a juror, or as a prospective juror, or to serve as a witness in a court action to which the employee is not a party, before a Federal or State (Superior) Court located within San Diego County or within the employee's county of residence.
- (b) Eligibility. Only a biweekly employee who has received an order from a court is eligible for court leave. Court leave is not granted when the employee is paid an expert witness fee or when attendance is part of the employee's official County duties.
- (c) Court Leave shall be limited to:
  - (1) Required attendance before Federal or State (Superior) Courts located within San Diego County or within the employee's county of residence.
  - (2) Time in attendance at court together with reasonable time between court and work if attendance is for less than a full day and the employee can reasonably be expected to return to work.
  - (3) CM and CR employees. An employee in the CM or CR bargaining unit assigned to the PM or late night shift who is granted Court leave shall be permitted, on a day by day basis, not to report to the PM or late night shift upon notice and confirmation with his/her supervisor.
  - (4) Employees in classes designated AS, AM, CC, CS, DA, PO and SW. Leave is granted for the time the employee is in attendance at court together with reasonable travel time between court and the employee's work location. If attendance at court is for less than a full day, the employee is to return to work, provided that adequate time exists prior to the end of the employee's regular work shift for the employee to so return.

- (d) Release Time (PO Unit).
  - (1) Employees assigned to jury duty must provide notice to management within three (3) working days of receipt of the jury summons.
  - (2) An employee selected as a juror may request a change in regularly scheduled working hours to a Monday through Friday day shift, or other mutually agreed schedule for the duration of such jury duty. Such requests shall be granted if practicable. Non-routine shift change compensation shall not apply to such reassignment.

Section 144. Section 4.2.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.6: MILITARY LEAVE.

- (a) General Provisions.
  - (1) Employees who are or become a member of the Armed Services, Militia, or Organized Reserves of California or the United States, shall be entitled to the leaves of absence and employment rights and privileges provided by the Military and Veterans Code of the State of California.
  - (2) Employees will be paid for up to thirty (30) days of Military Leave per Fiscal Year when required to report under the following conditions: active duty; active or inactive duty for training; initial active duty for training; full-time National Guard Duty; examination to determine fitness for duty; funeral honors duty by National Guard or Reserve members; and certain duties performed by National Disaster Medical System employees.
- (b) Review and Approval. Every military leave request shall be subject to review and approval by the Director, Department of Human Resources.
- (c) Request. Employees who have been ordered to military service must submit notice (either orally or in writing) of their need for leave. Employees should provide thirty (30) days advanced notice of the need for leave, if practicable.
- (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 and 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 December 31, 2008, whichever occurs earlier.

- (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 and Controller.

Section 145. Section 4.2.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.7: SOCIAL SERVICES GRADUATE STIPEND LEAVE. The Board of Supervisors may grant a leave of absence with pay pursuant to Section 10907 of the Welfare and Institutions Code.

Section 146. Section 4.2.8 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.8: EXECUTIVE TIME OFF.

- (a) Definition. Executive Time Off is paid absence from work.
- (b) Eligibility. Only those employees in the classes listed below shall be eligible for Executive Time Off.

Eligible Employees: Employees in classes designated EM, NA, NE and UM.

- (c) Executive Time Off shall be authorized pursuant to the guidelines established by the Chief Administrative Officer.

Section 147. Section 4.2.9 of the Compensation Ordinance is hereby repealed.

SECTION 4.2.9: PERSONAL LEAVE DAY.

Section 148. 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(17), 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:

- (a) Transfers shall be allowed between married couples or between Registered Domestic Partners in the Deputy District Attorneys Association only or in the Public Defender Association only for the purposes stated above.
- (b) The receiving employee is required to be absent from work due to the birth of a child or due to the joint adoption of a child or for child care purposes.
- (c) Each transfer must be for a minimum of eight (8) hours and in whole hour increments thereafter.
- (d) The total vacation credits received by an employee shall normally not exceed five hundred twenty (520) hours; however, if approved by his/her appointing authority, the total vacation credits may be up to one thousand and forty (1,040) hours. Total vacation credits in excess of one thousand and forty (1,040) hours will be considered on a case-by-case basis by the appointing authority subject to the approval of the Chief Administrative Officer.
- (e) The transfers are irrevocable, and will be indistinguishable from other vacation credits belonging to the receiving employee. Transfers will be subject to all taxes required by law.
- (f) The transfers shall be administered according to the rules and regulations of the Auditor and Controller and made on a form prescribed by the Auditor and Controller, approvals of the receiving and donating employees and the appointing authority will be provided for on each form.
- (g) Transferred vacation credits will be converted according to the following formula:

$$\frac{\text{Donated Hours} \times \text{Donor's Hourly Pay Rate}}{\text{Recipient's Hourly Pay Rate}} = \text{Hours Received}$$

Eligible Classes. Classes Designated AM, AS, DA, PD and PM.

Section 149. Section 4.2.13 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.13: CATASTROPHIC LEAVE PROGRAM.

- (a) Definition. The catastrophic leave program is a process by which one or more employees may donate vacation credits (or up to twenty-four (24) hours of sick leave per fiscal year for eligible employees in classes listed in subsection (7)) for use by another employee who, due to catastrophic illness or injury, has exhausted earned leave credits, including but not limited to sick leave, compensatory time, holiday credits and disability leave and is therefore facing financial hardship.
  - (1) The receiving employee is required to be absent from work due to injury or the prolonged illness of the employee, employee's spouse, registered domestic partner, a domestic partner listed on an "Affidavit of Enrollment of Domestic Partners" submitted to employee benefits, parent, or child, has exhausted all earned leave credits, including but not limited to sick leave, compensatory time, holiday credits and disability leave and is therefore facing financial hardship.
  - (2) The transfers must be a minimum of four (4) hours per transaction and in whole hour increments thereafter.
  - (3) Transfers shall be allowed to cross departmental lines in accordance with policies of the receiving department.

- (4) The total maximum leave credits received by an employee shall normally not exceed five hundred and twenty (520) hours; however, if approved by his/her appointing authority, the total leave credits may be up to one thousand and forty (1,040) hours. Total leave credits in excess of one thousand and forty (1,040) hours will be considered on a case-by-case basis by the appointing authority subject to the approval of the Chief Administrative Officer.
  - (5) The transfers are irrevocable, and will be indistinguishable from other leave credits belonging to the receiving employee. Transfers will be subject to all taxes required by law.
  - (6) Leave credits that may be transferred under this program are defined as the transferring employee's vacation credits.
  - (7) Sick Leave Credits. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN and UM are eligible to donate up to 24 hours of sick leave credits annually when participating in this program.
- (b) Transfer Requests. Transfers shall be administered according to the rules and regulations of the Auditor and Controller, and made on a form prescribed by the Auditor and 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 150. Section 4.2.14 of the Compensation Ordinance is hereby repealed.

SECTION 4.2.14: PERSIAN GULF CONFLICT LEAVE.

Section 151. Section 4.2.16 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.16 Department of Transportation (DOT) DRUG/ALCOHOL TESTING LEAVE.

- (a) Definition. Leave from the employee's class and position required by the employee's appointing authority according to the conditions indicated under subsection (b) below. This leave shall be taken pursuant to the County's leave programs specified below under subsection (b) according to the employee's selection.
- (b) Conditions. This leave shall be required by the appointing authority according to the following conditions:
  - (1) An employee shall be placed on leave immediately if the following circumstances are present with respect to drug/alcohol testing required by the Omnibus Transportation Testing Act of 1991:
    - (a) Reassignment of the employee to non-safety- sensitive duties is not available; and
    - (b) The employee refuses the test by either: stating an intent not to submit to testing, failing to keep appointment for testing, or failing to provide a sufficient sample without adequate medical reason; or
    - (c) The employee tests positive for drugs and/or alcohol.



- (2) If the above circumstances are present, the appointing authority shall place the employee on leave immediately under the following applicable leave programs. The employee may select which of the following applicable leave programs he/she wishes to be placed under during this required leave period. If the employee does not make a selection, the leave programs shall be in the order as listed:
- (a) Sick Leave. Available only if the employee tests positive for drugs or alcohol (not available for refusal to test) and the employee has sick leave credits available.
  - (b) Vacation. If employee has vacation credits available.
  - (c) Compensatory time ("comp time off"). If employee has comp time off hours available.
  - (d) Leave Without Pay. The leave without pay programs available are Disability Leave Without Pay (available only if employee tests positive) and Miscellaneous Leave Without Pay.
- (3) Notwithstanding the provisions of Sections 4.3.1 (Disability Leave) and 4.3.2 (Leave for Temporary County Positions), an employee who selects among the above indicated leave programs may take a leave without pay under either Leave of Absence Without Pay or Disability Leave without the requirement that the employee exhausts all applicable paid leave.
- (c) Duration. For the period of time it takes for the employee to be cleared by a County Substance Abuse Professional to return to his/her safety-sensitive duties, not to exceed the maximum period of leave for each applicable leave program in which the employee has been placed.
  - (d) Eligibility. All employees (except those employees in classes designated AM, AS, CC, CS, DA, DI and DM) are subject to the provisions of this leave program.

Section 152. Section 4.2.17 of the Compensation Ordinance is hereby repealed.

SECTION 4.2.17: BOSNIAN PEACE EFFORT LEAVE.

Section 153. Section 4.2.18 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.18: EDUCATIONAL LEAVE.

- (a) An employee may receive paid leave to attend courses, seminars, workshops, or conventions that enhance, improve or add to the knowledge, skills, and performance in the employee's County position. The determination as to when and whether an employee is granted this leave shall be made by the employee's appointing authority; however, such approval shall not be unreasonably withheld. Request for such leave will be submitted in the manner prescribed by the employee's appointing authority.

Eligible Classes: Classes designated AE, AM, AS, CC, CL, CM, CR, CS, DA, DI, DM, HS, MM, PD, PM, PR, PS, RN, SS and SW.

- (b) An employee in a class included in the Professional Unit may receive a minimum of two (2) calendar days each year to attend conferences and other educational activities which will be beneficial to the employee and the County. The determination as to when and whether an employee receives this leave will be made by the appointing authority. There shall be no

accumulation of this time. For payroll purposes, this time will be counted as time worked.

Eligible Classes: Classes designated PR.

Section 154. Section 4.2.19 of the Compensation Ordinance is hereby repealed.

SECTION 4.2.19: KOSOVO PEACE EFFORT LEAVE.

Section 155. Section 4.2.20 of the Compensation Ordinance is repealed.

SECTION 4.2.20: ANTI-TERRORIST CAMPAIGNS:

Section 156. Section 4.2.22 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.22: ASSOCIATION PRESIDENT'S LEAVE.

- (a) Definition. The Presidents of the Deputy Sheriff's Association and the Probation Officers' Association shall be allowed release time from regularly scheduled duties for the purpose of Association business pertaining to the County of San Diego.
  - (1) For the President of the Deputy Sheriff's Association, such release time is for a maximum of 85 hours in a work period and 2,210 hours per fiscal year.
  - (2) For the President of the Probation Officer's Association, such release time is for a maximum of 80 hours in a work period and 2,080 hours per fiscal year.
- (b) Eligible Classes. Classes designated as DS, SM and PO.
- (c) Request.
  - (1) The Association shall direct the request for release time to the Sheriff, in writing, at least thirty (30) days prior to the period of the specified requested leave. Less than thirty (30) days notice will be acceptable to the Department providing operational needs have been addressed.
  - (2) SEIU Local, 221/SDPOA shall direct the request for leave time to the Chief Probation Officer in writing at least thirty (30) days prior to the period of the specified requested leave. Less than thirty (30) days notice will be acceptable to the Department providing operational needs have been addressed.
- (d) Compensation.
  - (1) The Association President shall be compensated at his/her base rate of pay exclusive of any previously held specialty assignments or premium pay for duties not being performed while on Association President's leave. Base Rate Pay includes the following, provided eligibility requirements to participate have been met:
  - (2) For the DSA, Base Rate pay includes:
    - Education Bonus
    - Detective Assignment Premium
    - Corporal Assignment Premium
    - Quality First Program

- (3) For the SDPOA, Base Rate pay includes:  
Quality First Program
- (4) The released Association President on leave will not be eligible for any previously held assignment benefits including the use of County vehicles.
- (5) Although overtime is not contemplated while on Association President's leave, in those instances where overtime becomes necessary in the capacity as an employee of the County performing County business, the Association President shall request and obtain approval from the Assistant Sheriff Human Resources Services Bureau for the DSA President and from the Chief Probation Officer or designee in advance of working such overtime.
- (e) Benefits. The Association President will be eligible for all applicable employee benefits of a regular DS, SM, or PO employee as applicable.
- (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.
- (2) Each employee in the PO unit who has paid service in payroll 02 of each year, will have an equal number of hours deducted from their Floating Holiday time in payroll 03. Successive years will be prorated as determined by leave usage.
- (g) Leave Balances. When using approved vacation, sick leave, floating holiday, FLSA or Non-FLSA Comp Time, leave credit deduction will be made from the Association President's appropriate balances.
- (h) Return to Duty. If the Association President is assigned to incidental training, emergency duty, or other necessary duty, he/she will be compensated by the County in accordance with the applicable Memorandum of Agreement.
- (i) Expiration of Leave. At the conclusion of the Association President's leave, the Association President shall be returned to duties associated with his/her job classification with no guarantee to any previously held specialty assignments or premium pay. For DS and SM any Detective or Corporal Assignment premium not directly related to newly assigned duties shall cease until eligibility is reestablished.

Section 157. Section 5.1.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.1.1: APPLICATION. The provisions of this Chapter apply to the Classified and Unclassified Services of the County unless expressly provided otherwise or a contrary intention is apparent from the context.

Section 158. Section 5.1.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.1.5: ELIGIBILITY FOR GRANDFATHERED BENEFITS. To be eligible for grandfathered

benefits, a person:

- (a) Must have been employed in one of the following classes, prior to and on January 14, 1977:

2303	Administrative Assistant II
2304	Administrative Assistant I
2306	Administrative Trainee
2312	Departmental Personnel and Training Administrator
2315	Assistant Retirement Officer
2317	Assistant Safety Officer
2323	Associate Personnel Analyst
2326	Citizen Participation Coordinator
2327	Claims Representative II
2332	Vocational Medical Services Coordinator
2341	Research Analyst
2345	Loss Prevention Manager
2365	Staff Development Specialist
2370	Suggestion Awards Coordinator
2380	Staff Development Manager
2396	Citizen Assistance Specialist
2397	Board Representative III
2398	Board Representative II
2401	Equal Opportunity Officer II
2411	Analyst I
2412	Analyst II
2426	Assistant Systems Analyst
2427	Associate Systems Analyst
2491	Fiscal Analyst
2492	Investment Manager
2506	EDP Audits Specialist
2512	Senior Auditor
2520	Senior Systems Analyst-Software
2525	Senior Systems Analyst
3026	Data Processing Supervisor II
3027	Data Processing Supervisor I
3036	EDP Operations Coordinator
3640	Associate Electrical Engineer
5778	Sheriff's Inspector
5775	Sheriff's Captain
5887	Building Maintenance Supervisor II
7024	Chief of Security Services

and any class with a "v" designation listed in the Salary Schedule; and

- (b) Must have received Management benefits in that class on that date; and
- (c) Must continually remain in a class designated in (a) above, or in any other class designated eligible for Benefit Program CC, DA, MGT, PD or UCL.

Section 159. Section 5.4.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.4.1: DEFINITION. Disability insurance is provided to eligible employees in addition to the benefits described in Articles 5.1 and 5.3, and administered in accordance with the terms and conditions of the contract between the County and the Insurer.

- (a) Long Term Disability Insurance (LTD). LTD is two-thirds (2/3) of the employee's monthly salary up to a maximum benefit specified below.
  - (1) For employees in classes designated AM, AS, CC, CS, DA, PD, PM and SM. LTD benefit is two-thirds (2/3) of employee's salary (excluding overtime, bonuses, etc.) up to eight thousand dollars (\$8,000) per month. Benefits are to start ninety (90) days after disability.
  - (2) For employees in classes designated CEM, MA and NM. Plan pays two-thirds (2/3) of monthly salary with a maximum benefit of twelve thousand dollars (\$12,000) per month. Benefits start sixty (60) days after disability commences.
  - (3) For employees in classes designated as EM, NA, NE and UM. Plan pays two-thirds (2/3) of monthly salary with a maximum benefit of twelve thousand dollars (\$12,000) per month. Benefits start thirty (30) days after disability commences.
- (b) Benefits are integrated with Social Security, Workers' Compensation, and Retirement plans as well as any other outside income.

Section 160. Article 5.6. of the Compensation Ordinance is hereby amended to read as follows:

#### ARTICLE 5.6: RETIREMENT

Section 161. Section 5.6.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.6.1: RETIREMENT CONTRIBUTION OFFSET. 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 County Chief Financial Officer/General Manager.
  - (1) The County shall pay the rate prescribed for employer contributions into the General or Safety Retirement Fund in accordance with the law and the rules and regulations governing such employer contributions.
  - (2) In the event that the employee's rate is less than the prescribed amount below, the employee shall not be credited with the difference.
  - (3) The Board of Supervisors shall adopt the employee retirement contribution rates recommended by the Retirement Board within ninety (90) days after the beginning of the immediately succeeding fiscal year from the date the recommendation is made.
    - (a) Annual Actuarial Reviews. The employer and employee contribution rates are subject to annual San Diego County Employees Retirement Association actuarial reviews and establishment of rates.
    - (b) Tier I. Retirement benefits for employees hired on or prior to September 30, 1978, shall be those established for Tier I of the General Retirement Program

or Tier I of the Safety Retirement Program for eligible employees.

- (c) Tier II. Retirement benefits for employees (excluding DI, DM, DS and SM, see (d) below) hired on or after October 1, 1978, who did not elect into Tier A benefits, shall be those established for Tier II of the General Retirement Program
- (d) DI, DM, DS and SM Retirement Benefits.
  - (i) Retirement benefits for employees in classes designated DI, DM, DS and SM effective March 8, 2002, based upon their respective Tier II general and/or Tier II safety statuses, retirement benefits for employees hired on or after October 1, 1978, shall be respectively converted prospectively to those established for Tier I of the General Retirement Program and/or Tier I of the Safety Retirement Program for eligible employees.
  - (ii) The County shall pay the accrued liability for respective previous service before March 8, 2002 for the elimination of Tier II general and/or Tier II safety conversion to Tier I general and/or Tier I safety status and pay the respective rate prescribed for employer contributions into the General and/or Safety Retirement Fund for the Tier I program in accordance with the law and rules and regulations governing such employer contributions.
- (e) “Tier A” Retirement Benefits.
  - (i) Retirement benefits for employees hired on or after March 8, 2002 or such later date, shall be those established for “Tier A” of the General Retirement Program for eligible employees.
  - (ii) Employees hired before March 8, 2002 will receive “Tier A” retirement benefits unless the employee exercised the right to “opt out” of the “Tier A” program. Those who “opted out” of the “Tier A” program will receive Tier I retirement benefits.
  - (iii) After March 8, 2002, employees electing the General member enhanced retirement formula “Tier A” shall pay, via payroll deduction, the amount prescribed by the rate established for each employee’s contribution for “Tier A” into the appropriate fund in accordance with the law and rules and regulations governing such employee contributions.

Section 162. Section 5.6.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.6.2: METHOD OF CALCULATION.

- (a) The percentage of the employee's actual prescribed rate of contribution to the San Diego County Employees Retirement Association shall be as specified in (b) Summary of Retirement Contribution Provisions below.
- (b) Summary of Retirement Contribution Provisions.

<b>Summary of Retirement Contributions by Union Code</b>		
<b>Union Code</b>	<b>Approximate % of the County contribution toward retirement for employees who have <u>less than 5 yrs. of continuous service</u> is:</b>	<b>Approximate % of the County contribution toward retirement for employees who have <u>at least 5 yrs. of</u> continuous service is:</b>
PO, SO	2.75%	5.5%
SS	3.0%	6.0%
AE, AM, AS, CE, CEM, CC, CL, CM, CR, CS, DA, FS, HS, MA, MM, NM, NS, PD, PM, PR, PS, RN, SW	3.5%	7.0%
DS, EM, EO, NA, NE, SM, UM	9.5%	9.5%
DI, DM	Up to 9.5%	Full Amount upon completion of 5 yrs. in the DI or DM units.

- (c) Notwithstanding the above, the County shall make additional retirement contribution offsets on behalf of an employee who has taken Voluntary Time Off and who normally has a deduction for the balance of his/her retirement contribution not offset by the amount designated above. This additional retirement contribution offset shall be applied to the remaining balance of the employee's retirement contribution in a percentage amount equal to the percentage of the employee's total authorized hours taken as Voluntary Time Off to the total authorized hours in that pay period.

Section 163. Section 5.7.2 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 5.7.2: METHOD OF CALCULATION.**

- (a) Elective Officers, Chief Deputies and Principal Assistants. Elective Officers, Unclassified Chief Deputies and Assistants of Elective Officers who have thirty (30) years of qualifying retirement service credit in accordance with the law, rules and regulations governing such credit, shall, effective at the beginning of the first payroll period following their qualification date, be paid biweekly thereafter approximately 5.25% more than the biweekly installments of the amount set forth in Section 3.3.1 (Other Elective Officers' Salaries) and in the following eligible classes which are Unclassified chief deputies and assistants of elective officers.

Eligible Classes:

<b>Class No.</b>	<b>Title</b>
0210	Asst Assessor/Recorder/County Clerk
0211	Chief Deputy Administrative Services
0212	Chief Deputy Valuation
0230	Chief Deputy Systems
0240	Assistant District Attorney
0245	Chief Deputy District Attorney
0250	Chief Deputy Recorder/County Clerk
0260	Undersheriff
0265	Assistant Sheriff
0270	Chief Deputy County Tax Collector

Class No.	Title
0280	Chief Deputy County Treasurer
0332	Deputy Chief Investigator
0342	Special Investigator (DA)
0343	Special Assistant (DA)
0344	Chief Investigator
0345	Assistant Chief Investigator
0362	Special Investigator (Sheriff)

- (b) Executive Management and Unclassified Management. Eligible employees in classes designated EM or UM who have thirty (30) years of qualifying retirement service credit in accordance with the law, rules and regulations governing such credit, shall, effective at the beginning of the first payroll period following their qualification date, be paid biweekly thereafter approximately 5.25% compensation in addition to their individual authorized pay rate in Chapter 3.
- (c) Other Thirty-year (30) Employees. The County shall provide a payment once annually to employees who have no contribution to the retirement fund. To be eligible for this payment, the employee must have attained thirty (30) years of qualifying retirement service credit, in accordance with the law, rules and regulations governing such credit on the last day of Payroll 02. Such one-time payment shall be made on the payday of Payroll 04 as follows:

Eligible Classes Designated:	Amount
CE, CEM, DS, MA, SM and SO	\$ 1500
AE, CL, CM, CR, FS, HS, MM, PO, PR, PS, RN, SS and SW	\$ 1000
AM, AS, CC, CS, DA, DI, DM, NA, NM, PD and PM	\$ 500

Section 164. Section 5.9.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.9.1: HOLIDAYS.

- (a) Establishing Holidays. County holidays shall be those established by resolution or ordinance of the Board of Supervisors pursuant to Administrative Code, Article III, General Rules, Section 57 Holidays/Office Hours.

(1)	The County shall observe the following holidays:
	1. Independence Day shall be observed on July 4
	2. Labor Day, First Monday in September
	3. Veterans Day, November 11
	4. Thanksgiving Day, Fourth Thursday in November
	5. Day after Thanksgiving, Fourth Friday in November
	6. Christmas Day, December 25
	7. New Year's Day, January 1
	8. Martin Luther King, Jr. Day, Third Monday in January
	9. President's Day, Third Monday in February
	10. Cesar Chavez Day, March 31
	11. Memorial Day, Last Monday in May

- (2) Holidays Proclaimed by the Board of Supervisors. In addition, any other day of national mourning or celebration provided that it has been proclaimed by the Board of Supervisors and, provided that the Board directs the closure of all County offices for public service which are normally closed on holidays. Any such holiday shall be



granted only to those employees who are regularly scheduled to work on the day for which such holiday is proclaimed by the Board.

- (3) Holidays Falling on a Weekend. Except as provided in subsection 5.9.1 (c) (24 Hour Operations) below, if a County holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday; if a County holiday falls on a Sunday, the following Monday shall be deemed to be the holiday.
  - (4) DS Holidays. Notwithstanding subsection 5.9.1 (c) (24 Hour Operations) below, for employees in classes designated DS, County holidays shall be observed on the day of the holiday itself.
- (b) Holiday Eligibility. Only regular employees paid at a biweekly rate are entitled to paid holidays. Employees who are on paid status the entire work day before as well as the entire work day after a holiday shall receive compensation for eight (8) hours of holiday time, which time is considered as hours worked unless otherwise provided in Section 1.6.2 (Overtime and FLSA/Non-FLSA Compensatory Time). Employees in classes designated DS and SM who work a 85 hour standard work period shall receive eight and one-half (8-1/2) hours of holiday time. Permanent part-time employees' compensated holiday time shall be equivalent to one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period during which the holiday occurred. This provision shall not apply to floating holidays.
- (c) 24 Hour Operations. Employees regularly assigned to work shifts in 24-hour operations will not receive holiday compensation on the "Friday before" or the "Monday after" the Christmas Day or New Year's Day holidays when these holidays fall on a Saturday or Sunday. Instead the employees who are assigned to work shifts on December 25 and January 1 will receive holiday compensation pursuant to subsection 5.9.1(b), (Eligible Employees), above. For employees who do not work on December 25 and January 1 because these holidays fall on the employee's regularly scheduled day off, these employees shall be compensated pursuant to subsection 5.9.1(f) (Holiday Occurring on a Scheduled Day Off) below.

Eligible Classes: Classes designated AE, CE, CEM, CL, CM, CR, EM, FS, HS, MA, MM, PO, PR, PS, RN, SO, SS, SW or UM.

- (d) Holidays for Eligible County Employees Assigned to the Courts. The purpose of this provision is to achieve consistency in the scheduling of holidays for County employees assigned to work in the courts with those holidays observed by the courts and shall not be construed to provide greater or lesser compensation for, or number of holidays than that received by employees assigned to work in other County departments, each fiscal year.
- (1) County employees assigned to the courts shall receive any holiday observed by the courts if that holiday is not observed by other County offices and departments.  
Eligible Classes: Classes Designated DI, DM.
  - (2) County employees assigned to the courts shall not receive any holiday observed by County offices and departments which is not also observed by the courts.  
Eligible Classes: Classes Designated DI, DM, DS, PD, PM and SM.
  - (3) County employees assigned to the courts shall receive any holiday observed by the courts if that holiday is not observed by other County offices and departments. In the event a holiday is observed by the Courts that is not also observed by the County, the appointing authority may require County employees to use paid or unpaid leave on the Court Holiday.

Eligible Classes: Classes Designated DS, PD, PM and SM.

- (e) Holiday Schedule for Probation Court Officers.
- (1) Probation Department employees assigned as Adult Service Court Officers and to the Juvenile Court Unit shall receive those specific holidays observed by the courts even if these holidays are not observed by other County offices and departments; and
  - (2) Said employees shall not receive any holiday observed by County offices and departments which is not also observed by the courts; and
  - (3) In the event that the total number of holidays observed by the courts is less than the number of holidays observed by other County offices and departments, said employees shall receive a number of floating holidays which is equal to the difference.

Eligible Classes: Classes Designated PO.

- (f) Holiday Occurring on a Regularly Scheduled Day Off. See Section 1.5.2: Compensation For Working On County Holidays.
- (g) Holiday Occurring During Employee's Vacation. When a County holiday falls within an eligible employee's vacation, there will be no charge against vacation credit for the holiday.

Section 165. Section 5.9.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.9.2: FLOATING HOLIDAY TIME.

- (a) Columbus Day. Employees in eligible classes who are employed, and not on authorized or unauthorized leave without pay, on the national observance of Columbus Day, shall be entitled to one-tenth (1/10) the number of regularly scheduled hours in the employee's normal biweekly pay period, not to exceed eight (8) hours of holiday time. This time is to be taken when mutually agreeable with the appointing authority, but must be used before the first day of the first biweekly pay period in the succeeding fiscal year. The national observance of Columbus Day shall not be considered a holiday for payroll purposes.

Eligible Classes: Employees in classes designated DI or DM shall take this time in one increment on a day agreeable to both the employee and the appointing authority.

- (b) Lincoln's Birthday. Employees in eligible classes who are employed, and not on authorized or unauthorized leave without pay, on the national observance of Lincoln's Birthday, shall be entitled to one-tenth (1/10) the number of regularly scheduled hours in the employee's normal biweekly pay period, not to exceed eight (8) hours of holiday time. This time is to be taken in one increment on a day agreeable to both the employee and the appointing authority. The national observance of Lincoln's Birthday shall not be considered a holiday for payroll purposes.

Eligible Classes: Classes designated DI and DM.

- (c) Floating Holidays.
- (1) In lieu of Admissions Day and the employee's Birthday Holiday, or Columbus Day, employees listed in the classes below who have paid service in payroll 02 shall be entitled to one-fifth (1/5) the employee's regularly biweekly scheduled hours, not to exceed sixteen (16) hours of floating holiday time. This time may be taken beginning in payroll 03 at a time agreeable to both employee and the appointing authority.

- (2) An employee may accumulate a maximum balance of twenty-four (24) hours of floating holiday time. Any balance that exceeds twenty-four (24) hours will automatically be reduced to the twenty-four (24) hour maximum accrual limit.
- (3) These holidays are not subject to terminal leave.

Eligible Classes: Classes designated AE, AS, AM, CC, CE, CEM, CL, CM, CR, CS, DA, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SS, SW and UM.

(d) Floating Holidays - DS and SM.

- (1) In lieu of Admissions Day and the employee's Birthday Holiday, all employees who have paid service in payroll 01 shall be entitled to seventeen (17) hours of floating holiday time. This time may be taken beginning in payroll 02 at a time agreeable to both employee and the appointing authority.
- (2) An employee may accumulate a maximum balance of 25.5 hours of floating holiday time. Any balance that exceeds 25.5 hours will automatically be reduced to the 25.5 hour maximum accrual limit.
- (3) These holidays are not subject to terminal leave pay.

Section 166. Section 5.10.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.10.1: SUGGESTION AWARD PROGRAM (DIBBS).

- (a) Definition. The Do It Better by Suggestion Program (DIBBS) is administered by the DIBBS Committee and the Director of Human Resources. Compensation awards for suggestions shall be provided as authorized in this section. In no event shall interest be paid on any portion of any award.
- (b) Method of Calculation.
  - (1) Monetary Awards Based on Net Savings. Upon finding that a net savings accrues to the County through adopting and placing a suggestion into operation, the following guidelines shall apply:
    - (a) Tangible Savings Awards.
      - (i) The award shall be fifteen percent (15%) of the first year's estimated net savings, up to a savings of \$33,333, with a minimum award of \$50 and a maximum award of \$5,000 per suggestion.
      - (ii) If a suggestion results in a savings greater than \$33,333 in one year, then an additional incentive award of ten percent (10%) per dollar saved above \$33,333 shall be given, up to a maximum award of \$20,000 per suggestion.
    - (b) Productivity Savings. The award shall be five percent (5%) of the first year's estimated net savings, with a minimum award of \$50 and a maximum award of \$1,000 per suggestion.
    - (c) Savings Difficult to Compute. Upon finding that a net savings will accrue to the County through adoption and placing the suggestion into operation, and

also finding that there is unusual difficulty in computing such net savings, the Committee may order that the suggestor be paid a preliminary award not to exceed five percent (5%) of the preliminary estimate of the first year's net savings, up to a maximum of \$100. The operation of the suggestion will be re-evaluated after it has been in operation not to exceed twelve months. If, after re-evaluation and re-estimation of the first year's net savings, it is found that a larger award than the preliminary award should be paid the suggestor, the Committee shall order that the suggestor be paid an additional award equal to fifteen percent (15%) of the re-estimated first year's net savings less the amount of the preliminary award.

- (d) Maximum Award. In no event shall the total monetary award for any one suggestion exceed the aggregate total of \$20,000. Monetary awards of \$10,000 or more must be approved by resolution of the Board of Supervisors.
- (2) Intangible or Non-calculable Savings Award. The award shall be a one-time award of \$50.
- (c) Eligibility. Except for the following, the DIBBS Program is available to all officers and employees (regular and temporary) of the County:
  - (1) Members of the Board;
  - (2) Members of the Committee;
  - (3) The DIBBS Coordinator and assigned clerical staff;
  - (4) Employees whose suggestion is found by the Committee or department head to be within the scope of the normal duties and responsibilities of his/her position;
  - (5) Employees whose suggestion is part of a specific assignment which includes problem identification, analysis and/or solution;
  - (6) Employees in classes designated Executive Management (EM) or Unclassified Management (UM).

Section 167. Section 5.10.2 of the Compensation Ordinance is hereby repealed.

SECTION 5.10.2: METHOD OF CALCULATION.

Section 168. Section 5.10.3 of the Compensation Ordinance is hereby repealed.

SECTION 5.10.3: ELIGIBILITY

Section 169. Section 5.11.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.11.1: EMPLOYEE RECOGNITION AND AWARDS PROGRAM.

- (a) Establishment and Purpose of Program. Individual departments may enact employee recognition and awards programs. The purpose of such programs is to recognize exemplary individual employees and groups of employees and improve public service through enhanced motivation. Through such programs, departments may grant commendations, cash and non-cash employee recognition leave awards to selected individual employees or groups of employees as authorized

herein and provided for in the County Administrative Manual.

- (b) Definition. The Employee Recognition and Awards Program is administered by each appointing authority for the benefit of the employees in the appointing authority's department/office. Awards for recognition of individual employees and groups of employees shall be provided as authorized in this article. The purpose of such program shall be to improve productivity and/or customer service through enhanced motivation.
- (c) Criteria. An eligible individual employee or group of employees shall have demonstrated sustained above-average performance which (1) consistently has a positive impact on over-all efficiency and/or productivity in an area or function of the department or office; and/or (2) which enhances public relations and customer service. Each participating department shall establish and maintain written guidelines additional to these criteria for eligibility for specific awards under its Employee Recognition and Awards Program. Such guidelines shall not conflict with the provisions of this article.
- (d) Method of Calculation.
  - (1) Funding. Payment of cash and non-cash awards shall be from department appropriations.
  - (2) Types of Awards. Recognition awards may include job enhancements such as office supplies or equipment, or they can be more suited to individual interests, such as tickets to local events, gift certificates, luncheons or dinners, flowers, plaques, cash, employee recognition leave, or any other items of monetary or non-monetary value that the appointing authority determines will provide motivation, falls within the overall cost limitations prescribed herein, and is consistent with the criteria set forth under Section 5.11.3 (Criteria).
  - (3) Maximum Award.
    - (a) The maximum total cash or non-cash value of each separate award shall not exceed \$1,000.00 and no one employee shall receive awards valuing more than \$1,000.00 per fiscal year regardless of the source of the award.
    - (b) The cash value of Employee Recognition Leave shall not be included in the maximum amount of the award.
    - (c) Any plaque/certificate commemorating the award up to a maximum cash value of \$20.00 shall not be included in the calculation of the maximum amount of the awards.
- (e) Reporting. A semi-annual report of the number, type and cash value of each award granted shall be submitted to the Chief Administrative Officer by the department at the end of each fiscal year and at the end of each calendar year.
- (f) Eligibility. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, EM, FS, HS, MA, MM, NA, NE, NM, NR, NS, PD, PM, PO, PR, PS, RN, SO, SS, SW or UM are eligible for recognition awards under this program.

Section 170 Section 5.11.2 of the Compensation Ordinance is hereby repealed.

SECTION 5.11.2: DEFINITION.

Section 171. Section 5.11.3 of the Compensation Ordinance is hereby repealed.

SECTION 5.11.3: CRITERIA.

Section 172. Section 5.11.4 of the Compensation Ordinance is hereby repealed.

SECTION 5.11.4: METHOD OF CALCULATION.

Section 173. Section 5.11.5 of the Compensation Ordinance is hereby repealed.

SECTION 5.11.5: REPORTING.

Section 174. Section 5.11.6 of the Compensation Ordinance is hereby repealed.

SECTION 5.11.6: ELIGIBILITY.

Section 175. Section 5.12.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.12.1: QUALITY FIRST PROGRAM.

- (a) Purpose. A “Quality First” performance based team incentive plan in addition to regular wages shall be instituted in County departments. The purpose of Quality First will be to ensure the achievement of quality service and customer satisfaction. The Quality First plan will provide performance pay in the form of an increase to an employee's hourly rate of pay for a temporary period in recognition of the added value in performance that a team or individual employees will bring to the job, as demonstrated during the Pay for Performance Evaluation Period. The establishment, disestablishment, and regulation of Quality First programs shall be at the discretion of the County.
- (b) Eligible Position. To receive the increased rate of performance pay during all or a portion of the temporary period that the increased pay is in effect, an employee must be:
  - (1) In a position designated by the appointing authority as covered by a performance plan prepared for an individual or as part of a team established by the appointing authority for the purpose of the Quality First Program and the Enhanced 50/50 Program, and/or
  - (2) For employees in representation units AE, AM, AS, CC, CE, CEM, DA, DI, DM, DS, EM, CL, CM, CR, CS, FS, HS, MA, MM, PD, PM, PO, PR, PS, RN, SO, SS, SM, SW, UM and classes 0110, 0210, 0211, 0215, 0230, 0231, 0240, 0245, 0249, 0250, 0260, 0262, 0264, 0265, 0270, 0280, 0284, 0286, 0287, 0288, 0289, 0332, 0342, 0343, 0344, 0345, 0346, 0362, 0375, 0950, 2258 and 2259 eligibility criteria shall also include the following:
    - (a) The employee must have begun his/her employment with the county on or before December 31st of the Quality First Plan year; and
    - (b) The employee must not have received a sub-standard performance evaluation or equivalent rating; and

(c) The employee must not have received final disciplinary action, which includes any County appeal or County review procedures including the Civil Service Commission. Disciplinary actions are defined as those formal actions that are recognized by the Civil Service Rules, but shall not include written reprimands. For the following representation units a final written reprimand is disqualifying and the employee will not be eligible: AM, AS, DA, PD and PM.

(3) In such position in the following representation units during all or any portion of the Payout Period during which the temporary increase in pay is in effect for the program indicated:

Eligible Classes: Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, EM, FS, HS, MA, MM, PD, PM, PO, PR, PS, RN, SM, SO, SS, SW, UM and classes 0110, 0210, 0211, 0212, 0215, 0230, 0231, 0240, 0245, 0249, 0250, 0260, 0262, 0264, 0265, 0270, 0280, 0284, 0286, 0287, 0288, 0289, 0332, 0330, 0337, 0342, 0343, 0344, 0345, 0346, 0362, 0375, and 2259. (Hereinafter, this position shall be referred to as an “eligible position.”)

(4) Notwithstanding any other provisions of this section, eligible position shall not include an employee, who is:

(a) Retired under the rules and regulations of the San Diego County Employees Retirement Association and/or,

(b) In one of the following temporary appointments:

1.	Certified Temporary without benefits
2.	Election Worker
3.	Intermittent Worker
4.	Park Attendant (Seasonal)
5.	Per Diem Hourly Worker
6.	Provisional without benefits
7.	Retired Rehire
8.	Student Worker
9.	Temporary Expert Professional

(c) Eligibility for Payment.

(1) To implement payment in a department/agency/group, the appointing authority shall provide verification satisfactory to the Chief Administrative Officer, that the annual goals and savings were achieved under the department's Quality First Program(s), and that sufficient savings were realized under the Enhanced 50/50 Program.

(2) If the CAO approves the appointing authority's recommended increased rate of pay under either or both Programs, an employee in an eligible position will be paid the increased rate of pay for the actual time he/she is in the eligible position on paid status during the temporary period of increased pay. Under this condition, an employee will no longer be eligible to receive the increased hourly wage rate if the employee leaves the eligible position prior to or during the payment of the increased hourly rate, regardless of whether the employee was in the eligible position during all or a portion of the Evaluation Period.

(d) Duration of Temporary Increased Pay.

- (1) The temporary period during which the increased rate of pay is in effect shall be for 6, 13 or 26 pay periods in accordance with the provisions of subdivision (f) (Level of Increased Rate of Pay).
- (2) Each temporary period during which the increased pay rate is in effect shall be implemented as soon as practicable following the Pay for Performance Evaluation Period, as defined in subdivision (e) (Pay for Performance Evaluation Period).

(e) Pay for Performance Evaluation Period.

- (1) There shall be a Pay for Performance Evaluation Period during which a team's/individual's performance and achievement of pre-set goals, as set forth in a performance plan, are measured according to the Quality First Plan criteria established by the appointing authority. The Pay for Performance Evaluation Period shall be 12 months during each fiscal year, in accordance with the provisions of subdivision (f) (Level of Increased Rate of Pay).
- (2) The purpose of the Pay for Performance Evaluation period is to permit completion of team/individual goals during this Evaluation Period and the appointing authority to evaluate team/individual performance. Employees in eligible positions during all or a portion of the Payout Period during which the temporary increase in pay is in effect, will be eligible for performance pay because of the added value such teams/individuals continue to bring to the performance of their duties on an ongoing basis. Employees who transfer from one department to another before or during the Payout Period will receive the temporary increase in pay applicable to the department in which the employee is employed as of the payday date the payment is made.

(f) Level of Increased Rate of Pay. The level of the increased rate for the Quality First Program shall be an annual percentage wage rate increase of two percent (2.0%) for employees in units designated AE, AM, AS, CL, CC, CE, CEM, CR, CM, CS, DA, DI, DM, DS, EM, FS, HS, MA, MM, PO, PD, PM, PR, PS, RN, SM, SO, SS, SW, UM and classes 0110, 0210, 0211, 0212, 0215, 0230, 0231, 0240, 0245, 0249, 0250, 0260, 0262, 0264, 0265, 0270, 0280, 0284, 0286, 0287, 0288, 0289, 0332, 0330, 0337, 0342, 0343, 0344, 0345, 0346, 0362, 0375 and 2259 in accordance with the following provisions:

- (1) The following requirements apply to the annual two-percent (2.0%) pay increase, and, if applicable, an additional percentage above 2.0% paid as a result of the Enhanced 50/50 Program as described in subdivision (f)(3) (Enhanced 50/50 Program below).
- (2) Implementation of a Maximum 2.0% Annual Increase.

For the Performance Evaluation Period, the maximum 2.0% (and, if approved, an additional percentage above 2.0% as a result of the Enhanced 50/50 Program), annual pay increase may be implemented as follows and payable during six (6) consecutive pay periods.

<b>2% Annual Program Based Upon An Evaluation Period of Twelve (12) Months</b>
<b>EXAMPLES</b>



Duration of Pay Increase	Percentage of Pay Increase
3 months (6 pay periods)	1% annual = 4.3% temporary 2% annual = 8.6% temporary

(3) Enhanced 50/50 Program.

- (a) Employees in eligible positions covered by the Enhanced 50/50 Program may earn a rate increase in addition to the rate increases described in subdivision (f)(2) above.
- (b) The Enhanced 50/50 Program rate increase shall be based on the amount of Quality First savings in excess of 2.0% of the budgeted items designated in the appointing authority's Quality First plans. [The 2.0% threshold is based upon whether the employees are eligible for the 2.0% rate increases under the Quality First Program.]
- (c) The percentage of the Enhanced 50/50 Program pay rate increase shall be equal to 50% of the saving percentage in excess of the 2.0% savings, not to exceed a percentage rate increase of 2.0%. [For example: For the 2.0% threshold, if the department's Quality First savings is equal to 5%, its percentage of excess savings above the 2.0% would be 3.0%. Fifty percent (50%) of 3.0% equals 1.5%. Therefore, eligible employees would be entitled to receive an annualized rate increase of 1.5% under the Enhanced 50/50 Program. This will result in a total increase of 3.5% based upon the 2.0% Quality First rate increase plus the 1.5% Enhanced 50/50 Program rate increase.
- (d) The Enhanced 50/50 Program rate increase only may be implemented once a year following the close of the fiscal year since the savings' percentages indicated above must be based upon the department's end of the fiscal year expenditures.

(4) The following chart sets forth the required level of annual savings and the level of the pay rate increases based upon the amount of the savings:

AGGREGATE AMOUNT SAVED			ANNUAL INCREASED % RATES		
<b>2.0% Annual Program Based Upon an Evaluation Period of Twelve (12) Months</b>					
Quality First Savings	Enhanced 50/50 Savings	Total Savings	Quality First Rate Increase	Enhanced 50/50 Rate Increase	Total Annual Rate Increase
2.0%	1.0%	3.0%	2.0%	0.5%	2.5%
2.0%	2.0%	4.0%	2.0%	1.0%	3.0%
2.0%	3.0%	5.0%	2.0%	1.5%	3.5%
2.0%	4.0% Max	6.0% Max	2.0%	2.0% Max	4.0% Max

(5) For eligible employees in the same representation unit, the appointing authority shall implement the same percentage increase for all employees on the same team.

(g) Pay for Performance Evaluation Criteria and Team Goals.

- (1) The appointing authority shall establish performance-based criteria for the team/individuals designated by the appointing authority as eligible for consideration to receive performance pay.
  - (2) The performance-based criteria shall be used to measure team/individual performance and to measure the completion/achievement of team/individual goals.
  - (3) The team/individuals and the appointing authority shall establish, through a performance plan, the team/individual goals, subject to the approval of the appointing authority.
  - (4) The criteria and goals shall be finalized within 3 months of the beginning of the 12 month Evaluation Period. The Chief Administrative Officer, for good cause, may extend these time periods upon request of an appointing authority.
  - (5) The performance-based criteria and the team/individual goals shall constitute the Pay for Performance Plan applicable to the designated team or individual. All Pay for Performance Plans are subject to the approval of the Chief Administrative Officer prior to implementation.
- (h) Designation of the Team and Individuals.
- (1) The appointing authority shall designate a team or individual employee as eligible for consideration for performance pay.
  - (2) The appointing authority has full discretion to determine the makeup and size of each team, except as modified by the express terms of a Memorandum of Agreement (MOA) with an employee organization. Except as modified by an MOA, nothing in these provisions should be construed to preclude the appointing authority from designating a team of any size, so long as the team consists of at least 2 employees. Notwithstanding the foregoing, appointing authorities may establish Pay for Performance plans for individual employees in classifications designated CE, CEM, EC, EM, EU, MA, UM and class 0375.
  - (3) The appointing authority shall within 3 months of the commencement of the twelve (12) month Pay for Performance Evaluation Period:
    - (a) Designate the team, or individual, employees who will be eligible for consideration for performance pay.
    - (b) Notify affected employees.
  - (4) Notwithstanding the provisions of this subsection, employees in classes designated EC, EM, EU, UM and class 0375 shall be deemed for F.Y. 99-00 a part of the Quality First goals that have already been approved in participating departments/agency/groups.

Section 176. Effective Date. This ordinance affects 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 177. Operative Date. This ordinance shall be operative January 18, 2008.

PASSED, APPROVED, AND ADOPTED THIS 8th day of January, 2008