

ORDINANCE NO 9656 (NEW SERIES)

**AN ORDINANCE AMENDING THE COMPENSATION ORDINANCE ESTABLISHING
AUTHORIZED CLASSIFICATIONS, CHARACTERISTICS, AND COMPENSATION.**

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

Section 1. Appendix One of the Compensation Ordinance is hereby amended by establishing the following classification and compensation in the classified service effective July 23, 2004:

Class No.	Step 1	Step 2	Step 3	Step 4	Step 5	Approx Annual Salary		Vari	O/T	Rep	Bene Plan/ Bene Prog
	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Minimum	Maximum	Entry		Stat	
006352	Forestry Coordinator										
	26.44	33.65				\$54,995.20 - \$69,992.00		Y	E	MA	02/MGT
	2115.20	2692.00									

Section 2. Appendix One of the Compensation Ordinance is hereby amended by establishing the following classification in the unclassified service, effective July 23, 2004.

Class No.		Salary Range	Vari Entry	O/T	Rep Stat	Bene Plan/ Bene Prog
000357	Medical Examiner Operations Administrator	10	Y	X	UM	UCL
002235	Assistant Director, Agriculture, Weights & Measures	13	Y	X	EM	UCL

Section 3. Appendix One of the Compensation Ordinance is hereby amended by amending compensation for the following classifications/job codes effective June 25, 2004.

Class No.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Approx Annual Salary Minimum – Maximum
	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	Hrly Biwkly	
000342	Special Investigator (DA)							
	31.25	61.00						\$65,000.00 - \$126,880.00
	2500.00	4880.00						
002405	Asst Accountant							
	17.07	17.92	18.82	19.76	20.75	21.79	22.88	\$35,505.60 - \$47,590.40
	1365.60	1433.60	1505.60	1580.80	1660.00	1743.20	1830.40	
005234	Social Services Trainer (T)							
	18.53	19.46	20.43	21.45	22.52			\$38,542.40 - \$46,841.60
	1482.40	1556.80	1634.40	1716.00	1801.60			
005741	Medical Examiner Invest I							
	15.97	16.77	17.61	18.49	19.41	20.38	21.40	\$33,217.60 - \$44,512.00
	1277.60	1341.60	1408.80	1479.20	1552.80	1630.40	1712.00	
006107	Fleet Regional Manager							
	26.53	32.25						\$55,182.40 - \$67,080.00
	2122.40	2580.00						

Section 4. Appendix One of the Compensation Ordinance is hereby amended by amending compensation for the following classification/job code effective June 24, 2005.

Class No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Step 6 Hrly Biwkly	Step 7 Hrly Biwkly	Approx Annual Salary Minimum – Maximum
000342	Special Investigator (DA)							
	32.25 2580.00	63.00 5040.00						\$67,080.00 - \$131,040.00

Section 5. Appendix One of the Compensation Ordinance is hereby amended by amending the variable entry criteria for the following classifications/job codes effective June 25, 2004:

<u>Class No.</u>	<u>Class Title</u>	<u>Variable Entry Indicator</u>
0210	Chief Dep County Assessor	Y
0230	Chief Dep County Clerk	Y
0240	Asst District Attorney	Y
0245	Chief Dep District Attorney	Y
0250	Chief Dep County Recorder	Y
0260	Undersheriff	Y
0270	Chief Dep County Tax Collector	Y
0280	Chief Dep County Treasurer	Y
0288	Chief Investment Officer	Y
0330	Victim/Witness Program Dir	Y
0337	Public Affairs Officer, DA	Y
0342	Special Investigator (Dist Att)	Y
0740	Emergency Room Psychiatrist	Y
2405	Asst Accountant	Y

Section 6. Appendix One of the Compensation Ordinance is hereby amended by retitling classifications as follows effective July 23, 2004:

	<u>Class No.</u>	<u>Class Title</u>
From:	002224	Admin, Edgemoor Geriatric Hospital
To:	002224	Admin, Edgemoor Hospital
From:	002405	Asst Accountant
To:	002405	Staff Accountant
From:	004497	Assist Nursing Director, Edgemoor Geriatric Hospital
To:	004497	Assist Nursing Director, Edgemoor Hospital
From:	004506	Nursing Director, Edgemoor Geriatric Hospital
To:	004506	Nursing Director, Edgemoor Hospital
From:	005207	Division Chief, Aging Programs
To:	005207	Aging Program Administrator
From:	005600	Deputy Public Admin. - Guardian II
To:	005600	Deputy Public Admin. - Guardian
From:	006010	Planner Estimator III
To:	006010	Planner Estimator
From:	006107	Fleet Regional Manager
To:	006107	Fleet Coordinator

Section 7. Appendix One of the Compensation Ordinance is hereby amended by deleting the following classifications/job codes effective July 23, 2004:

<u>Class No.</u>	<u>Class Title</u>
000331	Chief, County Medical Services
000358	Dir, Community Involvement Off
000954	Chief, Facilities Planning
000956	Chief, Real Property Oper
002136	Director, Office of Special Projects
002205	Assistant County Librarian
002227	Program Planning and Development Administrator
002281	Medical Examiner Operations Administrator
002325	Director – Community Involvement Office
002370	Administrative Services Manager III
002383	Technical Training Coord
002391	DA Crime Analyst Program Manager
002429	Auditor & Controller Principal Accounting Specialist
002481	Financial Statement Accountant, Auditor & Controller
002496	Auditor & Controller Manager I
002498	Auditor & Controller Manager II
002500	Junior Accountant
002607	Fleet Standards Spec I
002609	Fleet Standards Spec II
002708	Hospital Unit Clerk
002712	Interpreter Court Clerk
002896	Supv Legal Services Clerk
003040	Microfilm Operator
003711	Acoustical Engineer
003849	Asst. Sanitary Chemist
003850	Assoc. Sanitary Chemist
003851	Junior Sanitary Chemist
003861	Noise Pollution Control Representative
003875	Senior Water Quality Biologist
003888	Asst Noise Control Officer
004104	Chief, Immigration Health Services
004109	Chief, Forensic Mntl Hlth Svcs
004125	Chief, Primary Care Services
004126	Chief, State Community Disease Control
004129	Chief, AIDS & Community Epidemiology
004150	Chief, Correctional Health Services
004151	Chief, County Medical Services
004186	Sr. Physician, STD Control
004187	Sr. Physician, TB Control
004189	Resident Psychiatrist
004300	Assistant Chief, Public Health Lab
004322	Supv Clinical Lab Scientist
004395	Medical Therapy Unit Clerk
004435	Supervising Therapist
004530	Pediatric Nurse Manager
004532	Nurse Recruiter
004555	Assistant Chief Nurse, Public Health
004768	Senior Dietitian
004827	Case Management Aide I
004828	Case Management Aide II
004909	Audio-Visual Graphics Technician
004925	Instructor
005089	Sr Residential Care Worker (T)
005240	Sr. Services Coordinator
005247	Patient Rights Specialist
005519	Manager, Assessor Exemptions

Section 7. Appendix One of the Compensation Ordinance is hereby amended by deleting the following classifications/job codes effective July 23, 2004:

<u>Class No.</u>	<u>Class Title</u>
005601	Deputy Public Admin. - Guardian I
005717	Senior Field Investigator
006011	Planner Estimator II
006012	Planner Estimator I
006102	Chief, Fleet Operations
006350	Tree Crew Worker
006351	Sr Tree Crew Worker
007010	Linen Service Supervisor
007098	Security Guard
007532	Tool & Equipment Repairer

Section 8. Subsection (d) of 1.3.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.3.7: DEMOTION.

- (a) "Demotion" means the appointment of an employee from one class to a different class for which the maximum salary step is lower than that of the former class.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (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 9. Subsection (d)(2)(d) of section 1.6.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.6.2: SCHEDULED OVERTIME.

- (d) Types of Overtime.
 - (2) Straight Cash or Compensatory Time Off (Designator "E").
 - (d) Severance Provision Pertaining to Accumulated Overtime.

Notwithstanding the above, employees in classes designated as eligible for cash or compensatory time off on an hour-for-hour basis for authorized overtime worked, shall be paid off at their biweekly base rate upon termination from County service due to layoff.

Section 10. Section 1.10.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.10.2: UNIT CHARGE NURSE.

- (a) Eligible employees shall be paid approximately four percent (4%) while acting as Charge Nurse on a shift in the absence of a Head Nurse at Edgemoor Hospital Special Treatment Program Units and the Psychiatric Security Unit at the Jail.

<u>Eligible Classes:</u>	
4618	Psychiatric Technician
4625	Licensed Vocational Nurse

(b) Eligible employees shall be paid approximately five percent (5%) when assigned by the appointing authority as Charge Nurse on a shift in a unit.

<u>Eligible Classes:</u>	
4524	Psychiatric Nurse I
4525	Psychiatric Nurse II
4538	Staff Nurse II
4539	Staff Nurse I
4548	Sheriff's Detention Nurse

Such higher rate of compensation shall be paid for only those hours worked under such assignment.

Section 11. Section 1.10.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.10.3: EDP AUDIT UNIT. Eligible employees shall be paid approximately ten percent (10%) when assigned to the EDP Audit Unit; or five percent (5%) when assigned to the Audit Division; in the Auditor and Controller Department.

<u>Eligible Classes:</u>	
2405	Staff Accountant
2425	Associate Accountant
2501	Senior Auditor & Controller Accountant

Section 12. Section 1.10.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.10.5: INSTITUTIONAL CHARGE NURSE. Eligible employees at specified locations shall be paid approximately five percent (5%) when assigned by the appointing authority to institution-wide, administrative Charge Nurse responsibility in the absence of a Supervising Nurse, Assistant Chief Nurse, Chief Nurse, Pediatric Nurse Manager, Assistant or Associate Hospital Administrator, or Hospital Administrator. An eligible employee may receive this premium in addition to that established in Section 1.10.2 (Unit Charge Nurse).

<u>Eligible Classes:</u>	
4524	Psychiatric Nurse I
4525	Psychiatric Nurse II
4526	Head Psychiatric Nurse
4527	Psychiatric Clinical Nurse Specialist
4533	Inservice Education Coordinator
4534	Nursing Inservice Instructor
4536	Head Staff Nurse
4538	Staff Nurse II
4539	Staff Nurse I

Specified Locations: San Diego Psychiatric Hospital; Psychiatric Security Units at Central Jail and Las Colinas; Juvenile Hall; Polinsky Children's Center; Edgemoor Hospital; Vista Hill Hospital.

Section 13. Section 1.12.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.2: AMERICAN BOARD CERTIFICATE.

(a) Medical Specialty. Eligible employees shall be paid approximately ten percent (10%) upon furnishing satisfactory evidence that they have earned a valid certificate issued by the American Board in the medical specialty determined by the Director to be especially suited to the position held.

<u>Eligible Classes:</u>	
0335	Clinical Director, Mental Health Services
0340	Medical Director
0740	Emergency Room Psychiatrist
0741	Per Diem Physician
2213	Deputy Director, Mental Health Services
4123	Chief, Chronic Disease Prevention & Health Promotion
4124	Chief, Maternal & Child Health
4127	Chief, Community Epidemiology Control
4128	Chief, Tuberculosis Control & Border Health
4130	Medical Director, Edgemoor
4132	Medical Director, Sheriff's Detentions
4135	Associate Medical Director
4162	Consultant in Internal Medicine
4184	Radiologist
4185	Pediatrician
4190	Sheriff's Detentions Physician
4192	Senior Physician
4193	Physician
4195	Supervising Psychiatrist
4196	Psychiatrist II
4198	Psychiatrist I
4199	Psychiatrist III

- (b) Medical or Dental Subspecialty. Eligible employees shall be paid an additional five 5% upon furnishing satisfactory evidence that they have earned a valid certificate issued by the American Board in the medical or dental subspecialty determined by the Director to be especially suited to the position held. Eligible employees in possession of both a Medical Specialty and a Subspecialty, or multiple Subspecialty certificates, may receive up to 15% for the combined certificates.

<u>Eligible Classes:</u>	
0340	Medical Director
0740	Emergency Room Psychiatrist
2213	Deputy Director, Mental Health Services
2285	Chief Dep Medical Examiner
4123	Chief, Chronic Disease Prevention & Health Promotion
4124	Chief, Maternal & Child Health
4127	Chief, Community Epidemiology Control
4130	Medical Director, Edgemoor
4132	Medical Director, Sheriff's Detentions
4135	Associate Medical Director
4162	Consultant in Internal Medicine
4190	Sheriff's Detentions Physician
4192	Senior Physician
4193	Physician
4195	Supervising Psychiatrist
4196	Psychiatrist II
4198	Psychiatrist I
4199	Psychiatrist III

Section 14. Section 1.12.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.12.5: DOCTORAL DEGREE – CHIEF, PUBLIC HEALTH LABORATORY. Eligible employees shall be paid approximately seven and one-half percent (7-1/2%) upon furnishing satisfactory evidence that they possess a doctoral degree in a field determined by the Director to be especially suited to the position held.

Eligible Classes:

4315 Chief, Public Health Lab

Section 15. 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.

\$1.70 in cash for each meal purchased individually.

\$1.60 in cash for each meal when purchased by meal book in quantities of not less than ten (10).

(b) Living Quarters. 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	\$36.22
2	2 BR / 1 BA Mobile Home	43.49
3	2 BR / 2 BA Mobile Home	50.73
4	1 BR / 1 BA Apartment	36.22
5	2 BR / 1 BA Apartment	50.09
6	3 BR / 1 BA Apartment	50.73
7	3 BR / 1-1/2 - 2 BA Apartment	57.97
8	1 BR / 1 BA House	43.49
9	2 BR / 1 BA House	50.79
10	2 BR / 2 BA House or 3 BR / 1 BA House	57.97
11	3 BR / 1-1/2 - 2 BA House	65.20
12	4 BR / 2 BA House	166.62

Section 16. Section 3.6.17 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.17: CHARTER/STATUTE AUTHORIZED STAFF TO ELECTED OFFICIALS AND BOARDS. For the following classes, compensation shall be at or within the biweekly rate range established for the class in Appendix One. Employees shall be paid an amount set by the appointing authority and the level of such pay shall be based on the appointee's education, experience and the quality and quantity of work to be performed. After appointment, all pay adjustments by the appointing authority shall be prospective only.

Class/Job Code No.	Title	Rep Stat
0210	Chief Deputy County Assessor	NE
0211	Chief Deputy County Assessor, Valuation	NE
0215	Retirement CEO	NE
0230	Chief Deputy County Clerk	NE
0231	Special Assistant, Treasurer/Tax Collector	NE
0240	Assistant District Attorney	NE
0245	Chief Deputy District Attorney	NE
0249	Special Assistant, County Assessor	NM
0250	Chief Deputy County Recorder	NE
0260	Undersheriff	NE
0262	Director, Sheriff's Management Services	NE
0264	Sheriff's Human Resources Administrator	NE
0265	Assistant Sheriff	NE
0270	Chief Deputy County Tax Collector	NE
0280	Chief Deputy County Treasurer	NE
0284	Retirement Assistant Chief Investment Officer	NA
0286	Investment Officer	NA
0287	Retirement Asst Administrator	NA

Class/Job Code No.	Title	Rep Stat
0288	Chief Investment Officer	NA
0289	Retirement Chief Investment Officer	NA
0330	Victim/Witness Program Director	NA
0332	Deputy Chief Investigator	NE
0337	Public Affairs Officer, District Attorney	NA
0342	Special Investigator (DA)	NE
0343	Special Assistant (DA)	NE
0344	Chief Investigator	NE
0345	Assistant Chief Investigator	NE
0346	Confidential Secretary	NM
0362	Special Investigator (Sheriff)	NA
0372	Legislative Assistant I (Board of Supervisors)	NS
0373	Legislative Assistant II (Board of Supervisors)	NA
0374	Chief of Staff (Board of Supervisors)	NA
0375	Special Investigator (Citizens Review Board)	NA
0950	District Attorney Legal Operations Administrator	NA
2258	Information Technology Director, D.A.	NE
2259	Chief, District Attorney Administrative Officer	NE

Section 17. Subsection (c) of 4.2.1 the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.1: VACATION.

- (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. In the event that an employee is on unpaid leave, his/her vacation accrual will be posted on the first day of the first pay period after said employee returns to duty.
- (1) No vacation credits shall be eligible for terminal payment until the employee has completed a minimum of one year (12 months) of continuous paid service in his/her current employment.
 - (2) Notwithstanding (1) above, vacation credits shall be eligible for terminal payment when separation is because of layoff.

Section 18. Subsection (e)(6) of 4.2.2 the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.2: SICK LEAVE

- (e) Use.
- (6) Care for Immediate Family. Employees in eligible classes may be granted sick leave to care for a member of the employee's immediate family, in accordance with the following provisions:
- (a) Up to a maximum of sixty (60) hours of sick leave in a twelve (12) month period for the purpose of caring for a member of his/her immediate family who is ill or injured. If the employee requests sick leave in excess of sixty (60) hours in order to care, or arrange care, for a member of his/her immediate family who is critically or terminally ill, additional sick leave is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.

Eligible Classes: Classes designated AE, CE, CEM, CL, CM, DI, DM, DS, EC, EM, EU, FS, HS, MM, NA, NE, NM, NR, NS, PD, PM, PO, PR, PS, RN, SO, SD0, SD1, SD2, SD5, SM, SS, and UM.
 - (b) Up to a maximum of forty (40) hours of sick leave in a twelve (12) month period for the purpose of caring for a member of his/her immediate family who is ill or injured. If the employee requests sick leave in excess of forty (40) hours in order to care, or arrange care, for a member of his/her immediate family who is critically or terminally ill, additional sick leave is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.

Eligible Classes: Classes designated AM, AS, DA, MA and SW.

- (c) Up to a maximum of five (5) work days sick leave for a single absence to care for an ill or injured member of the employee's immediate family, or when the employee's presence is required for a critical or terminal illness of a member of the employee's immediate family.

Eligible Classes: Employees in classes not covered by subsections (6)(a) or (b) above.

Section 19. Section 4.2.18 the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.18: EDUCATIONAL LEAVE. 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, FS, HR, MM, PD, PM, PO, PR, PS, RN,SS and SW.

Section 20. Subsection (d) of 4.3.11 the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.3.11: VOLUNTARY TIME OFF

- (d) Duration of Section. This section shall only be operative through June 30, 2005 and, at that time, is repealed unless otherwise extended by ordinance action of the Board of Supervisors.

Section 21. Subsection (e) of 4.3.12 the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.3.12: FAMILY/MEDICAL LEAVE.

- (e) Requesting FML/Appointing Authority Action.
 - (1) Generally. An employee must give notice to the appointing authority of the need for FML. To give such notice an employee does not need to assert rights for FML expressly or even mention FML; however, the employee must state a qualifying reason for FML. An employee who fails to demonstrate an FML qualifying reason is not eligible for FML. However, the appointing authority may consider the employee for other type of County authorized leaves.
 - (2) Requesting PAID LEAVE/Appointing Authority Action.
 - (A) If an employee requests paid leave or FML and does not inform the appointing authority of the reason for the leave, the appointing authority should inquire further to ascertain whether the leave is for a FML qualifying reason.
 - (B) If the employee indicates that the leave is for an FML qualifying reason, the appointing authority should:
 - FIRST - Determine whether employee is eligible for paid leave under County's paid leave provisions.
 - SECOND - Determine whether the leave qualifies as FML. NOTE: To qualify as FML leave, an absence because of a serious health condition (not requiring inpatient hospital care) must be for more than three (3) calendar days.
 - (C) The appointing authority is to take the following action based upon the determinations made as indicated:

Eligible for Paid Leave	Qualifies For FML	Actions by Appointing Authority
Yes	Yes	Recommend granting paid leave and count it against FML duration. Final approval for FML will be given by the Department of Human Resources.
Yes	No	Forward the FML request to the Department of Human Resources for final approval or denial.

Eligible for Paid Leave	Qualifies For FML	Actions by Appointing Authority
		Consider whether to grant paid leave in normal manner that all paid leave requests are considered.
No	Yes	Recommend granting FML unpaid leave. Final approval will be given by the Department of Human Resources.
No	No	Forward the FML request to the Department of Human Resources for final approval or denial. Consider whether to grant County unpaid leave in normal manner that all unpaid leave requests are considered.

(D) Prior Notice Requirement. The amount of prior notice required of an employee requesting paid leave which qualifies as FML shall be according to the applicable Memorandums of Agreement and Compensation Ordinance provisions governing the County’s paid leaves and the policy and practice of each appointing authority relating to the consideration of paid leave requests. However, in no event shall such prior notice requirements be greater than 30 calendar days.

(3) Requesting UNPAID LEAVE/Appointing Authority Action.

- (A) If an employee requests unpaid leave, the employee shall inform the appointing authority of the reason for the leave.
- (B) If the employee indicates that the leave is for a FML qualifying reason, the appointing authority should determine whether the leave qualifies as FML.
- (C) The appointing authority shall take the following action based upon the determinations made as indicated:

Qualifies For FML	Actions by Appointing Authority
Yes	Recommend granting FML unpaid leave. Final approval will be given by the Department of Human Resources.
No	Forward the FML request to the Department of Human Resources for final approval or denial. Consider whether to grant County unpaid leave in normal manner that all unpaid leave requests are considered.

(D) Prior Notice Requirement. An employee requesting unpaid leave for an FML qualifying reason must provide the appointing authority at least 30 calendar days advance notice before FML leave is to begin if the need for the leave is foreseeable. If 30 days notice is not practicable, notice must be given as soon as practicable. The terms “as soon as practicable” ordinarily would mean at least verbal notification to the appointing authority within one to two business days of when the need for leave becomes known to the employee. This subparagraph (D) shall be governed by the provisions under CFR Sections 825.302 – 825.304, inclusive.

(4) Federal Notice Requirement. All employees granted FML shall be provided the required federal notice on the form entitled:

NOTICE TO EMPLOYEES REQUESTING FEDERAL FAMILY AND/OR MEDICAL LEAVE OF THEIR SPECIFIC RIGHTS AND OBLIGATIONS

Section 22. Effective Date. Sections 3, 4, 5, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 of this ordinance affect compensation and shall take effect upon adoption. All other sections of this ordinance shall take effect thirty (30) days after its adoption. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the San Diego Commerce a newspaper of general circulation published in the County of San Diego.

Section 23. Operative Date. Operative dates by specified section are listed in the table below.

Section Number	Operative Date
Section 1	07/23/04
Section 2	07/23/04
Section 3	06/25/04
Section 4	06/24/05
Section 5	06/25/04
Section 6	07/23/04
Section 7	07/23/04
Section 8	06/25/04
Section 9	06/25/04
Section 10	06/25/04
Section 11	07/23/04
Section 12	06/25/04
Section 13	06/25/04
Section 14	06/25/04
Section 15	06/25/04
Section 16	06/25/04
Section 17	06/25/04
Section 18	06/25/04
Section 19	06/25/04
Section 20	06/25/04
Section 21	06/25/04
Section 22	06/25/04

PASSED, APPROVED, AND ADOPTED this 22nd day of June 2004.