



COUNTY OF SANTA CRUZ

Personnel Department

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March 7, 2001

Agenda: March 13, 2001

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Adopt Resolutions to Implement Compensation Provisions for the Unrepresented Employees and the District Attorney/Child Support Attorney Association

Dear Members of the Board:

The Santa Cruz County Code requires that staff develop recommendations to your Board on unrepresented employee's compensation. As you are aware, the District Attorney and Child Support Attorney Association classes are tied to the County Counsel positions which are in the Unrepresented Management group and, therefore, this item also includes salary recommendations for the District Attorney/Child Support Attorney Association.

The proposal is within parameters established by your Board. The cost of the proposed three-year package is approximately \$1,833,000 for the period through February, 2003. The sources of funding for these increases are: general fund, state and federal funding and department revenues. These funds are included in the County Budget.

In summary, the main provisions of the attached agreement provide for:

- Cost of living increases of 4% on 3/17/01; 2% on 2/16/02; 2% on 8/17/02; 4% on 2/15/03;
- Equity adjustments for various classes based on adjustments granted to subordinate classes in other bargaining units, market comparisons, compaction, recruitment and retention, internal alignment and the like as described in Exhibit A;
- Increasing the County contributions for health equivalent to the General Unit and increasing the elected and the department head contributions proportionally consistent with the increases provided to the General Unit;

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- Implementation of 414(h) for miscellaneous unrepresented employees and the District Attorney/Child Support Attorney Association members in March 2001 which provides that employees pay the employees' PERS portion and the County places that onto the salary schedule. This represents 7% for all miscellaneous employees; 5.87% for elected miscellaneous employees, given that contribution for elected officials are currently lower and 9% for the Chief District Attorney Inspector. This does not apply to safety employees, except for the Chief District Attorney Inspector, since this group has already been provided this benefit;
- Implementation of single highest year for miscellaneous employees if all miscellaneous units agree at a cost borne by employees through a payroll deduction.
- Implementation of PERS single highest year, 3% at 50 or 3% at 55 safety formula options for safety members only when all other safety units agree at no cost to the County through a payroll deduction in the amount equal to the PERS actuarial cost;
- Implementation of no cost PERS retirement options that enhance service credits for employees;
- Changes to long-term disability maximum benefits to conform with middle management;
- Establish and designation as Executive Management the classifications of Deputy Director of Personnel and Assistant Chief Probation Officer;
- Adopt changes to Personnel Regulation 160, et. al, related to sick leave and bereavement leave sections to conform to recent changes in the law and/or County policy and recognition of the applicability of Section 160 provisions related to Middle Management as applicable to the Unrepresented Management group unless otherwise clearly specified.
- Establishing a license and tuition reimbursement provision for Unrepresented Management equivalent to the General Unit;
- Authorizing administrative correction for certain employees who fall on steps not on their designated band which has created administrative difficulties;
- Deletion of several obsolete classifications and retitle of several classifications as stated in the resolutions;
- Amending the current Assistant Department Head differential provision to provide a lesser amount for small departments and agencies and to cover special assignments; and
- Recognition of the change in name of the District Attorney Association to the District Attorney and Child Support Attorney Association.

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It is therefore RECOMMENDED that your Board:

1. Adopt the attached resolutions to establish the County's medical contributions for 2001 and 2002;
2. Adopt the attached resolution to amend Resolution No. 279-75 to implement salary actions to the Memorandum of Understanding;
3. Adopt the attached resolution to amend Resolution No. 247-76 to amend Section 160 (Salary, Compensation and Leave Provisions) of the Personnel Regulations as shown on the attached and described above regarding: 161. I (Step Placement and Step Advancement Upon Appointment to a Higher Class); 162.2 A3d (Overtime-Defined-Management Employees); 164 AA (Assistant Department Head Differentials); 166.4 (Sick Leave); and 166.6 e (Bereavement Leave);
4. Authorize the Personnel Director and the County Administrative Officer to take the necessary administrative actions, including signing appropriate documents, to effectuate all the changes to implement the provisions of the agreement.

Very truly yours,


Dania Torres Wong
Personnel Director


Susan A. Mauriello
County Administrative Officer

cc: Personnel (2); Auditor Payroll; All Department Heads, DA and Child Support Attorneys Association

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**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

RESOLUTION NO.

**On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:**

**RESOLUTION AMENDING SALARY RESOLUTION NO. 279-75
BY CHANGING STEPS IN SALARY RANGES, CHANGING SALARY RANGES, AND
DELETING AND ADDING CLASSES**

(Amendment No.)

WHEREAS, this Board of Supervisors on June 25, 1975 adopted Resolution No. 279-75 establishing the compensation of County officers, deputies, assistants and employees; and

WHEREAS, the Board of Supervisors has approved certain salary changes for unrepresented management employees and employees in the DA/Child Support Attorneys Association; and

WHEREAS, the compensation provisions approved for unrepresented management employees and employees in the DA/Child Support Attorneys Association provide for specified equity wage adjustments for certain classes; and

WHEREAS, the Personnel Director and County Administrative Officer have recommended that certain unrepresented management classes be abolished, established or retitled; and

WHEREAS, the Personnel Director has recommended that certain unrepresented management employees who are moving towards placement in salary bands be placed at the next step in the salary band for their class which is higher than their current hourly rate, for purposes of correcting an inequity and salary administration simplification; and

WHEREAS, it is now desirable and necessary to amend said resolution to effect said changes.

NOW THEREFORE, BE IT RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective the beginning of the pay period closest to March 17, 2001, at 12:01 a.m by increasing each of the hourly rates in the salary ranges for unrepresented management classes and classes in the DA/Child Support Attorneys Representation Unit .by 4.0%

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BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective the beginning of the pay period closest to February 16, 2002, at 12:01 a.m., by increasing each of the hourly rates in the salary ranges for unrepresented management classes and classes in the DA/Child Support Attorneys Representation Unit by 2.0%.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective the beginning of the pay period closest to August 17, 2002, at 12:01 a.m. by increasing each of the hourly rates in the salary ranges for unrepresented management classes and classes in the DA/Child Support Attorneys Representation Unit by 2.0%.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective the beginning of the pay period closest to February 15, 2003, at 12:01 a.m. by increasing each of the hourly rates in the 'salary ranges for unrepresented management classes and classes in the DA/Child Support Attorneys Representation Unit by 4.0%.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective at 12:01 a.m. on March 17, 2001, and February 16, 2002, by authorizing the Personnel Director to establish salary ranges for specified classes in conjunction with special wage adjustments specified in attached Exhibit A.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective March 31, 2001, at 12:01 a.m. by increasing the hourly rates in the salary ranges for all PERS Miscellaneous Retirement classes, excepted for elected officials and the classes of County Counsel and Director of Data Processing, by 7.0%, in recognition of such employees assuming payment of the 7.0% PERS Miscellaneous employee contribution.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective March 31, 2001, at 12:01 a.m. by placing the class of County Counsel at the same salary range as District Attorney, and by placing the class of Director of Data Processing at the same salary range as Auditor-Controller.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective March 31, 2001, at 12:01 a.m. by increasing the hourly rates in the salary ranges for all PERS Miscellaneous Retirement elected officials by 5.872%, in recognition of such employees assuming payment of the remaining 5.872% of the 7.0% PERS Miscellaneous employee contribution.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective March 31, 2001, at 12:01 a.m. by increasing the hourly rates in

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the salary range for the PERS Safety Retirement class of Chief DA Inspector by 9.0%, in recognition of the employee assuming payment of the 9.0% Safety employee contribution.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective March 17, 2001, at 12:01 a.m by moving the class of Director of General Services from salary range 8A to 7A and placing the incumbent at the next higher step in the higher range which is closest to their current salary.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-95 be amended effective March 17, 2001, by at 12:01 a.m by moving the class of Deputy Director of General Services from salary range 0A to 9A, and placing the incumbent at the next step in the higher range which is closest to their current salary.

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective March 17, 2001, at 12:01 a.m by deleting the following classes:

<u>Class Title</u>	<u>Range</u>
Assistant Administrative Analyst (M)	UB
Assistant Personnel Analyst (M)	UA
Assistant Personnel Analyst-Courts (M)	UA
Agency Personnel Officer	UI
Contract Director of Public Wrks	4c

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective March 17, 2001, at 12:01 a.m by adding the following classes at the hourly rates shown before any adjustments that are effective that date:

Deputy Director of Personnel

<u>Range</u>	<u>Step1</u>	<u>Step2</u>	<u>Step3</u>	<u>Step4</u>	<u>Step5</u>	<u>Step6</u>	<u>Step7</u>
AC	32.31	33.82	35.51	37.28	39.15	41.11	43.17

Assistant Chief Probation Director

<u>Range</u>	<u>Step1</u>	<u>Step2</u>	<u>Step3</u>	<u>Step4</u>	<u>Step5</u>	<u>Step6</u>	<u>Step7</u>
UZ	28.99	30.44	31.96	33.56	35.24	37.00	38.85

BE IT FURTHER RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective at midnight of March 16, 2001, by placing the employees who are not on the salary band for their class at the step in the salary band for their classes which is closest to their current hourly rate. Said employees are in the classes of: Assessor, Assistant Treasurer-Tax Collector, Auditor-Controller, County Clerk-Recorder/Treasurer-Tax Collector, Executive

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Director-Transportation Commission, Sheriff-Coroner, and Sheriff's Chief Deputy.

BE IT FURTHER RESOLVED AND ORDERED that the Personnel Director and County Administrative Officer be authorized to take the necessary administrative actions, including signing appropriate documents, to effectuate these changes.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this day of , 2001, by the following vote:

**AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS**

TONY CAMPOS, Chairperson of the Board

ATTEST: _____
Clerk of the Board

Approved as to form

Jane M. Scott

Assistant County Counsel

cc: Auditor-Payroll, All Departments, Personnel (2)

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BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

RESOLUTION AMENDING PERSONNEL REGULATIONS

WHEREAS, this Board of Supervisors has adopted Personnel Regulations as a part of the County's Procedure Manual by Resolution No. 247-76 and subsequent amendments; and

WHEREAS, the County Administrative Officer has recommended the amendment of certain salary, compensation and leave provisions for Executive Management employees and employees in the DA/Child Support Attorneys Representation Unit; and

WHEREAS, it is now desirable and necessary to amend said resolution to effect said changes.

NOW THEREFORE, BE IT RESOLVED AND ORDERED that Part 160 (Salary, Compensation and Leave Provisions) be amended effective March 17, 2001, at 12:01 a.m., by modification of 161 J (Step Placement and Step Advancement Upon Appointment to a Higher Class), 162.2 A 3 d Overtime - Defined - Management Employees, 164 AA, Assistant Department Head Differential, 165 I, Reimbursement for Licenses or Certificates, 166.4 Sick Leave, and 166.6 E, Bereavement Leave, as shown on the attached.

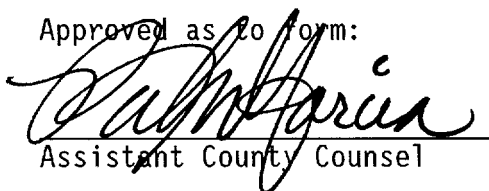
PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, -this day of , 2001, by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

TONY CAMPOS, Chairperson of the Board

ATTEST: _____
Clerk of the Board

Approved as to form:


Assistant County Counsel

cc: Auditor-Payroll, All Departments, DA Attorneys Assn, Personnel(2)

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Section 161 Salaries

J. Step Placement and Step Advancement Upon Appointment to Higher Class.

1. **Definition.** A higher class is one in which the hourly rate in the range for the new class is greater than the hourly rate in the range for the current class at the fifth step for a class with a seven step salary range. (Res. 617-93, 12/14/93; Res. 463-97, 12/16/97))

2. **Application.** This provision shall apply to all types of appointment to a higher class including promotion (including alternate staffing), appointment to a former higher class and a "Work In a Higher Class" appointment. This provision will not include reappointment from displacement or transfer to a related higher class. (Res. 102-83, 3/22/83; Res. 223-90, 4/17/90)

3. **Step Placement.**

a. **General Unit, Middle Management Unit, Executive Management Employees.**

(1) **General Unit.** The salary of the employees who are appointed to a higher class in the General Representation Unit, ~~in the Middle Management Representation Unit, or in a class designated as Executive Management~~ shall be placed at the step within the salary range for the higher class which will provide an increase above their salary step for their old class which is closest to 10%. (Amended 8/11/84, 1/6/90; Res. 47-92, 2/29/92.)

(2) **Middle Management Unit and classes designated as Executive Management.** The salary of the employees who are appointed to a higher class in the Middle Management Representation Unit, or in a class designated as Executive Management shall be placed at the step within the salary range for the higher class which will provide an increase above their salary step for their old class which is closest to 10%, or the appointing authority may request an advanced step placement, at the time of appointment, to a permanent assignment in the higher class (including promotion through upward reclassification or through alternate staffing) in accordance with Section 161 C, above, of these Personnel Regulations. (Amended 8/11/84, 1/6/90; Res. 47-92, 2/29/92.)

162.2 OVERTIME

A. Definitions. For purposes of th'is section, the following terms are defined:

1. "Holiday" means those days specified by resolution of the Board of Supervisors to be County holidays.

2. "Wrk Period"

a. "One Week Wrk Period" means seven consecutive days, commencing Friday at midnight (12:01 a.m Saturday) and ending the next Friday at midnight (12:00 a.m), unless a different seven consecutive day (168 consecutive hour) period has been approved by the County Administrative Officer.

b. "Two Week Wrk Period" means two consecutive weeks which constitute a pay period, commencing Friday at midnight (12:01 a.m Saturday) and ending the second Friday thereafter at midnight (12:00 a.m).

3. "Overtime".

a. General Representation Unit. "Overtime" means authorized time worked in excess of 40 hours in a one-week work period except for the following:

(1) For dispatching personnel on the four day/10 hour work schedule in the Communications Division, "overtime" means authorized time worked in excess of the regular 10 hour work day or in excess of 40 hours in a week. This exception shall only apply for the period of time specified in advance by the County Administrative Officer. (Res. 678-86, 12/6/86)

b. Law Enforcement Representation Unit. "Overtime" means authorized time worked in excess:

(1) of 80 hours in a two week work period (pay period) for employees on a 7 day/12 hour work schedule.

(2) 40 hours in a one-week work period for employees not on a 7 day/12 hour work schedule. (Rev. 3/2/90)

c. Extra-help Employees. "Overtime" means authorized time worked in excess of 40 hours in a one-week work period for eligible employees. Extra-help employees in the classes of County Supervisor's Administrative Assistant and Supervisor's Staff Assistant are excluded from overtime and are on a two- week period. (Res. 19-93, 1/16/93.)

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d. **Management Employees.**

(1) **Trainee Management Employees.** "Overtime" means authorized time worked in excess of 40 hours in a one-week work period.

(2) **Eligible Management Employees other than management trainees.** For management employees in budgeted positions (other than management trainees), compensable overtime means authorized time worked in excess of 90 hours per two-week work period, provided, however, that management employees in attorney classes (e.g., Attorney I through IV-County Counsel, Chief Deputy County Counsel, Attorney I through III-Courts, **Chief Deputy District Attorney**) shall not be eligible for overtime compensation except as provided in D of this Section (162.2). (Res. 482-93, 7/31/93)

e. **Detention Officer Representation Unit.** "Overtime" means authorized time worked in excess of 80 hours per two-week work period.

f. **District Attorney Representation Unit.** "Overtime" means authorized time worked in excess of 90 hours in a two-week work period, provided, however, that employees in this unit shall not be eligible for overtime compensation except as provided in D of this Section (162.2). (Res. 482-93, 7/31/93)

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Section 165 - Other Compensation Provisions

I. Reimbursement for Licenses or Certificates.

1. Required Licenses and Certificates

1a. Executive Management employees and DA Attorneys' Unit. Employees in budgeted positions designated as Executive Management and in the DA Attorneys' Unit shall, upon proper application, be reimbursed for the cost of licenses or certificates required to perform their duties under the following conditions:

a(1) Licenses and certificates must be required by Federal, State or County laws, or by class specifications. Fees for California Driver's Licenses shall not be reimbursed under these provisions.

b(2) Reimbursement shall only apply to fees paid by the employee during the calendar year. No reimbursement shall be made for fees of less than \$5. Maximum reimbursement shall be \$200 per calendar year, except has follows:

(1a) Employees who are required to be members of the State Bar of California shall, upon proper application, be reimbursed up to an additional amount of \$278, to a total maximum reimbursement not to exceed \$478 or the basic bar fee, whichever is less.

(2b) Upon approval by the Health Services Administrator, physicians in budgeted positions who are required to have a "controlled substances registration certificate" are eligible for reimbursement for fees paid by the employee for such certificates up to an additional amount of \$150, total a total maximum reimbursement not to exceed \$350.

2b. Other Employees. Employees in budgeted positions may be reimbursed for licenses or certificates during the term of and pursuant to a particular Memorandum of Understanding.

2. Reimbursement for Non-Required Licenses or Certificates

a. Executive Management Employees and DA Attorneys Unit. For the period February 6, 2001, through February 3, 2004, the County will provide \$2400 in funds for Executive Management employees and employees in the DA Attorneys Representation Unit for reimbursement for job-related but not required licenses and/or certificates, and for reimbursement for

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professional association dues for Professional associations for which dues are inseparable from certification and/or licensure. The maximum reimbursement shall be \$200 per calendar year. Reimbursement shall only apply to fees paid by the employee during the calendar year in which reimbursement is received. No reimbursement shall be paid for fees of less than \$5. Reimbursement requests must be approved by the County Administrative Officer, whose decision shall be final.

Employees shall not be reimbursed under this provision and the provisions regarding required licenses and/or certificates, in Section 165 1.1. above.

- b. General Representation Unit. Employees in the General Representation Unit may receive reimbursement for job-related but not required licenses, for tuition reimbursement and for professional association dues for Professional associations for which dues are inseparable from certification and/or licensure, within the dollar amounts, maximum reimbursement amounts, and other required specified in the current Memorandum of Understanding.

(7/19/88; Res. 88-90, 3/3/90; 1/8/98)

- J. **Tuition Reimbursement.** Employees in budgeted positions may receive tuition reimbursement during the term of and pursuant to a particular Memorandum of Understanding.

See Memoranda of Understanding for the Detention Officer Representation Unit (Article 24.4) and General Representation Unit (Article 28). (Res. 466-88, 7/19/88)

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Section 166.4 Sick Leave.

C. Permissible Uses.

1. Employee. Sick leave with pay can only be used in case of a bona fide illness of the employee upon the approval of the department head.

2. Family.

a. Effective January 1, 2000, employees shall be granted permission to use accrued sick leave to attend to the illness of a child, parent or spouse of the employee. All conditions and restrictions placed by the employer upon the use by an employee of sick leave also shall apply to the use by an employee of such leave to attend to any illness of his or child child, parent or spouse. As used in this paragraph: "child" means a biological, foster or adopted child, step-child, a legal ward, or a child of a person standing in local parentis; "parent" means a biological, foster or adoptive parent, a step-parent or a lesal guardian.

The maximum sick leave that must be granted under this provision in a calendar year is equal to the amount of sick leave the employee will accrue in a six month period.

b. Exception-Law Enforcement Unit, Detention Officer Unit; Sheriff's Supervisory, and DA Inspector Units- - Other "immediate family members." . An employee in the Law Enforcement Representation-Unit-or-the; Detention Officer, Sheriff's Supervisory and DA Inspector Representation Units may be granted leave not to exceed three working days in order to care for a sick or injured member of the employee's "immediate family" requiring-careas defined below. The initial day of such leave shall be charged to vacation. The second and third days of such leave shall be charged to sick leave if necessary, with the approval of the department head. "Immediate family" for this purpose means the employee's: spouse;-children;-parents;-grandparents; end sisters; and brothers; and the employee's domestic partner and children of that domestic partner. Immediate family members pertaining to the employee's domestic oartner are recognized by the County after submission of an Affidavit of Domestic Partnersio. (Amended 2/3/90; 6/23/90)

3. The Personnel Director or a department head may require evidence in the form of a physician's and/or the County medical director's certificate of the adequacy of the reason for any absence.

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E. Bereavement Leave

1. ~~Defined: Law Enforcement; Detention Officer; Sheriff's Supervisory; Law Enforcement Middle Management; and BA Inspector Representation Units. Employees in this representation unit shall be granted bereavement leave with pay by his/her Appointing Authority in the case of the death of a spouse; a relative in the first degree; or the domestic partner of the employee as recognized by the County after submission of an Affidavit of Domestic Partnership. Relatives of the first degree include the following: the parents of the County employee; the grandparents of the County employee; the sisters and brothers of the County employee; and the children of the County employee. Children are defined as the natural child of the employee; the adopted child of the employee; and the step child of the employee; and also include the children of the employee's domestic partner. A domestic partner of an employee and the children of that domestic partner are recognized by the County after submission of an Affidavit of Domestic Partnership.~~

~~Such leave shall be limited to three (3) days per occurrence for deaths occurring within California or five (5) days occurring outside of California.~~

2. ~~Defined: General Unit; BA Attorneys Unit; Middle Management Unit; and eligible Executive Management employees. Eligible employees shall be granted bereavement leave with pay by his/her Appointing Authority in the case of the death of the following family members:
-----The parents of the employee; the parents of the employee's spouse/domestic partner; the step parents of the employee and/or the employee's spouse/domestic partner; the grandparents of the employee; the brother or sister of the employee; the brother or sister of the spouse/domestic partner of the employee; The children; grandchildren; step children or adopted children of the employee or of the employee's spouse/domestic partner.~~

~~Family members listed above pertaining to the employee's domestic partner are recognized by the County after submission of an Affidavit of Domestic Partnership.~~

~~Such leave shall be limited to three (3) days per occurrence within California or five (5) days per occurrence for death occurring outside of California.~~

3. ~~Part-time Employees: The hours of bereavement leave for part-time employees shall be proportionate to the number of authorized hours of the employee's position.~~

1. To Whom Applicable. Bereavement leave with pay shall be granted to employees in the case of a death of a relation/family member as defined below.

a. General. Eligible Executive Management employees and employees in the General, Middle Management. Law Enforcement Middle Management. Law Enforcement, Detention Officer, Sheriff's Supervisory, DA Inspector and DA Attorney Units: the parents of the employee; the spouse or domestic partner of the employee; the employee's brother or sister; the employee's natural children, stepchildren or adopted children; the natural, step or adopted children of the employee's domestic partner.

b. Additional.

(1) for employees in the General, Middle Management. Law Enforcement Middle Management. Law Enforcement, Detention Officer, Sheriff's Supervisory and DA Inspector Unit: the grandparents of the employee.

(2) for employees in the General and Middle Management Units: the stepparents of the employee; the grandchildren of the employee, the employee's spouse/domestic partner; the natural children, stepchildren or adopted children of the employee's spouse; the brother and sister of the employee's spouse/domestic partner; the stepparents of the employee's spouse/domestic partner.

c. The employee's domestic partner and relations of the employee's domestic partner are recognized by the County after submission of an Affidavit of Domestic Partnership.

2. Amount of Leave. Bereavement leave shall be limited to three (3) days per occurrence within California or five (5) days per occurrence for death occurring outside of California.

For part-time employees, the hours of bereavement leave shall be proportionate to the number of authorized hours of the employee's position.

43. Exclusions.

a. Elected County Officers. Elected County officers under bond shall not be subject to these bereavement leave provisions.

b. Extra-help Employees. Extra-help employees shall not be eligible for bereavement leave.

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SALARY, LEAVE AND COMPENSATION REGULATIONS
SECTION 164 - PAY DIFFERENTIALS

AA. Assistant Department Head Differential. An employee in a class designated as management may be assigned as the assistant department head on an ongoing basis and receive a differential of and 10% for large departments and agencies, when so assigned, with the prior approval of the County Administrative Officer. To be eligible for this differential, the employee must be in a class which is not designated as an assistant department head, the employee must have full responsibility for the overall operation of the department in the absence of the department head, and the requesting department does not have an employee occupying a position designated as an assistant department head.

An employee in a class designated as management may be assigned as the assistant department head on an ongoing basis and receive a differential of 5% for small departments, when so assigned, with prior approval of the County Administrative Officer. To be eligible for this differential, the employee must be in a class which is not designated as an assistant department head, the employee must have full responsibility for the overall operation of the department in the absence of the department head or the management employee must have full responsibility for the overall management of a highly specialized and complex assignment equivalent in difficulty with the duties that are performed at the assistant department head level, and the employee is not currently occupying a position designated as an assistant department head.

This differential shall be effective on the first day of the first full pay period of assignment. This differential shall cease at the end of the last pay period of assignment, unless the employee separates prior to the end of the pay period. (Res. 306-98, 6/25/98.)

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Unrepresented Management
Equity Adjustments

Class	March 17 2001	February 16 2002	Total Equity Adjustments
Agricultural Commissioner/Director of Wgths. & Meas.	1.50%	1.50%	3.00%
Assessor	0.00%	0.00%	0.00%
Assistant Administrative Analyst	2.00%	2.00%	4.00%
Assistant County Administrative Officer	4.00%	4.00%	8.00%
Assistant Director of Information Services (vacant)	1.50%	1.50%	3.00%
Assistant Director of Public Works	1.50%	1.50%	3.00%
Assistant Human Resources Administrator	4.00%	4.00%	8.00%
Assistant Personnel Analyst	2.00%	2.00%	4.00%
Assistant Treasurer Tax Collector	4.00%	4.00%	8.00%
Associate Administrative Analyst	2.00%	2.00%	4.00%
Associate Personnel Analyst	2.00%	2.00%	4.00%
Asst Planning Director	0.00%	0.00%	0.00%
Asst. Chief Probation Officer	0.00%	0.00%	0.00%
Auditor/Controller	0.00%	0.00%	0.00%
Chief DA Inspector Vacant	1.50%	1.50%	3.00%
Chief Deputy District Attorney - Administration	1.50%	1.50%	3.00%
Chief Deputy District Attorney	2.00%	2.00%	4.00%
Chief of Clinic Services	1.50%	1.50%	3.00%
Chief of Public Health	1.50%	1.50%	3.00%
Chief Probation Officer	4.00%	4.00%	8.00%
County Administrative Officer	4.00%	4.00%	8.00%
County Clerk/ Recorder/Treasurer/Tax Collector	0.00%	0.00%	0.00%
County Counsel	1.50%	1.50%	3.00%
County Counsel Attorney - I	0.00%	0.00%	0.00%
County Counsel Attorney - II	0.00%	0.00%	0.00%
County Counsel Attorney - III	1.50%	1.50%	3.00%
County Counsel Attorney - IV	2.00%	2.00%	4.00%
County Supervisor Administrative Assistant	2.00%	2.00%	4.00%
DA/ Child Support Attorney - I	0.00%	0.00%	0.00%
DA/ Child Support Attorney - II	0.00%	0.00%	0.00%
DA/ Child Support Attorney - III	1.50%	1.50%	3.00%
DA/ Child Support Attorney - IV	2.00%	2.00%	4.00%
Deputy CAO	4.00%	4.00%	8.00%
Deputy Director of General Services	2.50%	2.50%	5.00%
Deputy Director of Personnel	4.00%	4.00%	8.00%
Director of Administrative Services	4.00%	4.00%	8.00%
Director of Child Support Services	4.00%	4.00%	8.00%
Director of Environmental Health	4.00%	4.00%	8.00%
Director of General Services	2.50%	2.50%	5.00%
Director of Information Services/Data Processing	0.00%	0.00%	0.00%
Director of Mental Health Services	2.50%	2.50%	5.00%
Director of Parks, Open Space and Cultural Services	1.50%	1.50%	3.00%

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Unrepresented Management
Equity Adjustments

Class	March 17 2001	February 16 2002	Total Equity Adjustments
Director of Public Works	4.00%	4.00%	8.00%
District Attorney	1.50%	1.50%	3.00%
Division Director - HRA	1.50%	1.50%	3.00%
Division Director - Social Services	1.50%	1.50%	3.00%
Employee Relations Manager	4.00%	4.00%	8.00%
Equal Employment Opportunity Officer	2.00%	2.00%	4.00%
Executive Director of the Regional Transportation Comm.	1.50%	1.50%	3.00%
Health Services Administrator	4.00%	4.00%	8.00%
Human Resources Agency Administrator	4.00%	4.00%	8.00%
Medical Services Director - Health Officer	4.00%	4.00%	8.00%
Personnel Director	4.00%	4.00%	8.00%
Planning Director	0.00%	0.00%	0.00%
Principal Administrative Analyst	2.00%	2.00%	4.00%
Principal Personnel Analyst	2.00%	2.00%	4.00%
Psychiatric Medical Director	1.50%	1.50%	3.00%
Redevelopment Agency Administrator	1.50%	1.50%	3.00%
Risk Manager	2.50%	2.50%	5.00%
Senior Administrative Analyst	2.00%	2.00%	4.00%
Senior Personnel Analyst	2.00%	2.00%	4.00%
Sheriff - Coroner	4.00%	4.00%	8.00%
Sheriffs Chief Deputy	1.50%	1.50%	3.00%
Sheriffs Chief Deputy	1.50%	1.50%	3.00%
Sheriffs Chief Deputy	1.50%	1.50%	3.00%
Supervisor Staff Assistant	2.00%	2.00%	4.00%

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BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. .

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22825 of the Act; and

WHEREAS, Government Code Section 22857 provides that a contracting agency may fix the amount of the employer's contribution for employees and the employer's contribution for annuitants at different amounts provided that the monthly contribution for annuitants shall be annually increased by an amount not less than 5 percent of the monthly contribution for employees, until such time as the amounts are equal; and

WHEREAS, the County of Santa Cruz, hereinafter referred to as Public Agency, is a local agency contracting under the Act for participation by members of the District Attorney/Child Support Attorney Representation Unit.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the employer's contribution for each employee in the District Attorney/Child Support Attorney Representation Unit, effective April 1, 2001, shall be the amount necessary to pay a portion of the cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$190.00 per month with respect to an employee enrolled for self alone, \$290.00 per month for an employee enrolled for self and one family member, and \$374.00 per month for an employee enrolled for self and two or more family members, plus Contingency Reserve Fund assessments; and

BE IT FURTHER RESOLVED AND ORDER, that the employer's contribution for each employee in the District Attorney/Child Support Attorney Representation Unit, effective January 1, 2002, shall be the amount necessary to pay a portion of the cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$200.00 per month with respect to an employee enrolled for self alone, \$310.00 per month for an employee enrolled for self and one family member, and \$389.00 per month for an employee enrolled for self and two or more family members, plus Contingency Reserve Fund assessments; and

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BE IT FURTHER RESOLVED AND ORDERED, that effective May 1, 2001, the employer's contribution for each annuitant shall be increased by 5 percent of the monthly contribution for employees, and continuing until such time as the contributions are equal, plus administrative fees and Contingency Reserve Fund Assessments; and

BE IT FURTHER RESOLVED AND ORDERED that the Board of Supervisors appoint and direct, and it does hereby appoint and direct Lee Ann Shenkman to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Public Agency all functions required of it under the Act and Regulations of the Board of Administration.

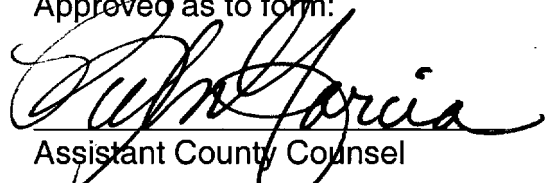
PASSED AND ADOPTED BY THE Board of Supervisors of the County of Santa Cruz, State of California, this day of March, 2001, at a regular meeting by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

TONY CAMPOS, Chairperson of the Board

ATTEST: _____
Clerk of the Board

Approved as to form:


Assistant County Counsel

cc: Auditor-Payroll
 Personnel (2)
 District Attorney/Child Support Attorney Representation Unit
 Public Employees Retirement System - Health Benefit Services Division
 Post Office Box 942714
 Sacramento, CA 94229 - 2714

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BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22825 of the Act; and

WHEREAS, Government Code Section 22857 provides that a contracting agency may fix the amount of the employer's contribution for employees and the employer's contribution for annuitants at different amounts provided that the monthly contribution for annuitants shall be annually increased by an amount not less than 5 percent of the monthly contribution for employees, until such time as the amounts are equal; and

WHEREAS, the County of Santa Cruz, hereinafter referred to as Public Agency, is a local agency contracting under the Act for participation by members of the unrepresented Management group (other than department heads).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the employer's contribution for each employee in the unrepresented Management group (other than department heads), effective April 1, 2001, shall be 'the amount necessary to pay a portion of the cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$190.00 per month with respect to an employee enrolled for self alone, \$290.00 per month for an employee enrolled for self and one family member, and \$374.00 per month for an employee enrolled for self and two or more family members, plus Contingency Reserve Fund assessments; and

BE IT FURTHER RESOLVED AND ORDER, that the employer's contribution for each employee in the unrepresented Management group (other than department heads), effective January 1, 2002, shall be the amount necessary to pay a portion of the cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$200.00 per month with respect to an employee enrolled for self alone, \$310.00 per month for an employee enrolled for self and one family member, and \$389.00 per month for an employee enrolled for self and two or more family members, plus Contingency Reserve Fund assessments; and

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BE IT FURTHER RESOLVED AND ORDERED, that effective May 1, 2001, the employer's contribution for each annuitant shall be increased by 5 percent of the monthly contribution for employees, and continuing until such time as the contributions are equal, plus administrative fees and Contingency Resrve Fund Assessments; and

BE IT FURTHER RESOLVED AND ORDERED that the Board of Supervisors appoint and direct, and it does hereby appoint and direct Lee Ann Shenkman to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Public Agency all functions required of it under the Act and Regulations of the Board of Administration.

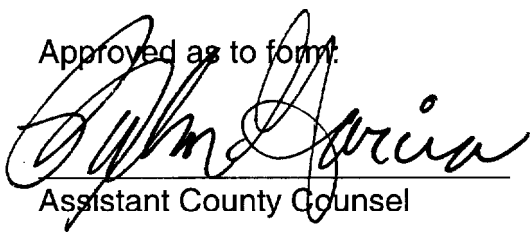
PASSED AND ADOPTED BY THE Board of Supervisors of the County of Santa Cruz, State of California, this day of March, 2001, at a regular meeting by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

TONY CAMPOS, Chairperson of the Board

ATTEST: _____
 Clerk of the Board

Approved as to form:



Assistant County Counsel

cc: Auditor-Payroll
 Personnel (2)
 Public Employees Retirement System
 Health Benefit Services Division
 Post Office Box 942714
 Sacramento, CA 94229 - 2714

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BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22825 of the Act; and

WHEREAS, Government Code Section 22857 provides that a contracting agency may fix the amount of the employer's contribution for employees and the employer's contribution for annuitants at different amounts provided that the monthly contribution for annuitants shall be annually increased by an amount not less than 5 percent of the monthly contribution for employees, until such time as the amounts are equal; and

WHEREAS, the County of Santa Cruz, hereinafter referred to as Public Agency, is a local agency contracting under the Act for participation by employees who are Department Heads or members of the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the employer's contribution for each employee who is a Department Head or elected officials, effective April 1, 2001, shall be the amount necessary to pay a portion of the cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$256.58 per month with respect to an employee enrolled for self alone, \$391.50 per month for an employee enrolled for self and one family member, and \$490.41 per month for an employee enrolled for self and two or more family members, plus Contingency Reserve Fund assessments; and

BE IT FURTHER RESOLVED AND ORDERED, that the employer's contribution for each employee who is a Department Head or elected officials, effective January 1, 2002, shall be the amount necessary to pay a portion of the cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$270.08 per month with respect to an employee enrolled for self alone, \$418.50 per month for an employee enrolled for self and one family member, and \$510.08 per month for an employee enrolled for self and two or more family members, plus Contingency Reserve Fund assessments; and

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BE IT FURTHER RESOLVED AND ORDERED, that effective May 1, 2001, the employer's contribution for each annuitant shall be increased by 5 percent of the monthly contribution for employees, and continuing until such time as the contributions are equal, plus administrative fees and Contingency Reserve Fund Assessments; and

BE IT FURTHER RESOLVED AND ORDERED that the Board of Supervisors appoint and direct, and it does hereby appoint and direct Lee Ann Shenkman to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Public Agency all functions required of it under the Act and Regulations of the Board of Administration.

PASSED AND ADOPTED BY THE Board of Supervisors of the County of Santa Cruz, State of California, this day of March, 2001, at a regular meeting by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

TONY CAMPOS, Chairperson of the Board

ATTEST: _____
 Clerk of the Board

Approved as to form:



Assistant County Counsel

cc: Auditor-Payroll
 Personnel (2)
 Public Employees Retirement System
 Health Benefit Services Division
 Post Office Box 942714
 Sacramento, CA 94229 - 2714

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