

## ARTICLE IV. COMPENSATION

- A. Salaries. Salaries for job classifications in this unit are as shown in Attachments A, B, C and D with general increases as follow:
1. Effective December 25, 2016, a general increase of three percent (3%) shall be applied to the wages shown in Attachment A. This increase shall be reflected in the wage tables listed as Attachment B.
  2. Effective December 24, 2017, a general increase of three percent (3%) shall be applied to the wages shown in Attachment B. This increase shall be reflected in the wage tables listed as Attachment C.
  3. Effective December 23, 2018, a general increase of two percent (2%) shall be applied to the wages shown in Attachment C. This increase shall be reflected in the wage tables listed as Attachment D.
- B. Longevity Stipend. Members of this unit who have at least 20 years of service with Shasta County, of which at least two years shall have been served in a management position shall receive a 5% (five percent) longevity salary stipend.
- C. Merit Step Increases. Employees who are placed on a salary range with delineated steps shall be eligible to progress from step to step within the appropriate range depending on merit. Such progression shall not be automatic, but shall be governed by the County's Personnel Rules.
- D. Principles of Management Pay Differential. An employee in a management classification should be set at a salary range that is at least 5% more (F step to F step comparison including subordinates' pay stipends, if appropriate) than the subordinate classifications he or she is required to supervise. This concept includes as a principle that the manager be responsible for performance evaluations, direction of the work performed, and input into the hiring and discipline process. In order to qualify, a person directing and evaluating the work of a subordinate would have to be of the same profession. That means for example that an accountant who "supervises" a licensed social worker would not qualify because, even if he or she did performance evaluations and assigned work, he or she could not judge the professional aspects of the "subordinate's" work. Thus, due to the different professions, the manager could not qualify because he or she would not be able to oversee or judge the specific professional aspects of the subordinate's job.

Process for Management Pay Differential. A manager may apply in writing, through the Department Head, to the Personnel Director for consideration of a pay class stipend if a subordinate classification is at a salary range that is not at least 5% less than the manager's classification. Such stipends will be granted in ½ percent increments. When applied, the effect of this stipend will be that the manager's salary range will be 5% above the subordinate's salary range (based on F step comparisons including subordinates' pay stipends, if appropriate), without regard to the salary step of the current subordinate. The pay stipend will be processed as a salary earnings type on a Personnel Action Form. The

Personnel Director will review the stipend periodically for continued appropriateness or when job classifications are changed due to reclass, MOU salary and benefit changes, or other such changes. The decision of the Personnel Director to grant or not grant a pay stipend is final unless the Department Head appeals to the County Executive Officer (CEO). The findings of the CEO are final. This process is not subject to the grievance process.

E. Salaried Status. Unit employees shall be considered salaried employees. For payroll purposes, such employees are compensated on a biweekly salary basis and need not submit documented time reports. The provisions of such salaried status are as follows:

1. For the performance of prescribed duties, a management employee receives a salary and is expected to work the necessary hours required to fulfill the responsibilities of the position.
2. It is assumed the requirements of the position result in a management employee working eighty hours in a biweekly period, and such employee will not receive additional compensation in any form for time worked beyond such assumption.
3. Subject to approval by the Department Head, reasonable time off amounts of less than one full workday (normally eight hours) is authorized for a management employee for personal use during normal work hours, without loss of salary. The County may utilize the exception to the Fair Labor Standards Act (FLSA) created by the Family Medical Leave Act (FMLA) to dock an employee's salary or leave balances for ongoing partial-day absences taken as authorized under the FMLA without affecting the exempt status of the employee (29U.S.C. 2612(c)).
4. For absences of one full workday (normally eight hours) or more, a management employee will utilize applicable vacation, sick leave, or administrative leave accrual.

F. Administrative Leave.

1. Credit. Each full-time unit employee shall be entitled to eighty (80) hours of administrative leave per calendar year. Part-time unit employees shall receive forty (40) hours of administrative leave per calendar year. Administrative leave shall be lost if not used by the end of the calendar year. This time will be credited in advance, on, or near each January 1, and is neither cumulative from year to year nor to be considered part of earned vacation accrual. Newly eligible employees will receive a portion of the time, in advance, on a prorated basis consistent with their dates of appointment or designation.
2. Partial Sellback. Beginning in 2017 for the 2018 calendar year and going forward with each subsequent calendar year, in lieu of paid time off under this benefit plan, a full-time management employee may request and elect to receive payment for up to a maximum of ~~forty-eighty~~ (840) hours – in five (5) whole hour increments - of unused administrative leave so long as the following criteria are satisfied:

- Any employee —utilizing this provision will be required to submit an irrevocable election through Employee Online by December 31<sup>st</sup> of the calendar year prior to the calendar year in which the administrative leave is to be cashed out.

Where an employee has properly elected an intent to cash out administrative leave in the applicable calendar year as noted above, the employee can choose any pay period(s) during the year to receive the elected cash out. All requests for cash out must be made through Employee Online by the due date listed for each pay period. All requests must be submitted in five (5) whole hour increments. All requests for a cash out will be limited to the number of hours elected the preceding calendar year less any cash outs already approved, and the actual current year hours available at the time of the cash out.

If an employee who has elected cash out fails to request the elected cash out in the applicable year, the County will automatically cash out the designated amount up to the hours available to be paid on the final payday of that calendar year. All annual cash out payments shall be at the base hourly rate only with no other add-on compensation included.

By November 15 of each calendar year, the County shall issue a notice to those employees who elected cash out and have cash out leave balances available.

If an employee fails to submit an irrevocable election by December 31<sup>st</sup> of the calendar year prior to the calendar year in which the Administrative Leave would be cashed out, the employee will be deemed to have waived their right and will not be eligible to cash out any such leave in the following calendar year.

~~Such payment may only be requested in November or December of each year. Such payment shall be made during the month of November or December, and will be granted only once and only if the employee has already taken at least eighty (80) hours of vacation/administrative leave between the preceding January 1 and the date of the request for payment. Part-time management employees shall not be eligible for this sellback option. Such payment shall be at the base hourly rate only, no add-ons.~~

~~Additionally, effective in 2004, an employee may request to receive payment for up to an additional forty (40) hours of unused administrative leave if approved by the Department Head. Request for payment of this second 40 hours may be made in November or December of each year according to the schedule established by Auditor—Controller. The initial 40 hours (and the additional 40 hours) will be granted only if the employee has already taken at least eighty (80) hours of vacation and/or administrative leave between the preceding January 1 and the date of request for payment. Part-time management employees shall not be eligible for this sell back option. Such payment shall be at the base hourly rate only, no add-ons~~

3. **Transfer to Non-management Position.** A management employee who transfers from a management job classification to a non-management job classification shall not retain unused administrative leave or receive payment for such unused

administrative leave.

4. Pre-retirement Leaves. Unit members who are depleting leave balances immediately prior to retirement shall not be eligible for additional Administrative Leave credit which might otherwise accrue during the leave period.

G. Premium Pay.

1. An employee in the job classification of Information Technology Services Manager who has obtained Asbestos certification and who is assigned by the Department Head as part of his or her regular duties to perform asbestos related work shall receive an additional five percent (5%) of base pay.