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February 26, 2024

TO: Board of Supervisors
Agenda Date: March 12, 2024

FROM: Richard Egan, County Administrative Officer 

RE: County Policy No. 02-P05 Elected Officials Pay and Issues of Transition from
County Employee to Elected Official

RECOMMENDATION: Approve text amendment to County Policy No. 02-P05 by deleting reference to the salary level “E” and replacing with “G” level, and authorize the County Administrative Officer to make the text amendment.

PRIOR BOARD ACTION: Following collective bargaining negotiations and Board of Supervisors’ approval., level “F” and “G” were added to the salary range for all bargaining units. While the Board authorized and approved adding F and G levels, a conforming text amendment is necessary to make County Policy No. 02-P05 consistent with that action and official salary schedule.

DISCUSSION: The intent of County Policy No. 02-P05 is meant to provide uniform guidelines for handling leave and benefits in transition of a Lassen County employee who is elected to office. An elected official is an employee of Lassen County and receives retirement and benefits. When an elected official assumes office, they receive compensation at the highest level of the salary range throughout their term of office, however, an elected official does not accrue or receive vacation, sick pay or leave. As with other county employees, elective officials may earn longevity premiums above the highest step in the salary range.

Pursuant to Lassen County Personnel Rules and Regulations, the following elected officials are elected Department Heads: Assessor, Auditor (de facto Controller), County Clerk, District Attorney, Sheriff/Coroner, Treasurer/Tax Collector.

FISCAL IMPACT: Elected Department Heads compensation is calculated from the G level of the official salary schedule and such costs for compensation, retirement and benefits are provided for in the current Fiscal Year 2023-2024 Budget.

ALTERNATIVE: Status quo or no action would mean that County policy would be inconsistent with the official salary schedule and collective bargaining.

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COUNTY OF LASSEN

POLICY NAME:	Elected Officials Pay and any Issues of Transition from County Employee to Elected Official
POLICY NUMBER:	02-P05
BOARD APPROVAL DATE:	5/21/01
REVISION NUMBER & DATE:	

**ELECTED OFFICIALS PAY AND ANY ISSUES OF TRANSITION
FROM COUNTY EMPLOYEE TO ELECTED OFFICIAL**

PURPOSE AND SCOPE

From time-to-time a Lassen County employee is elected to an office.

This policy is meant to provide uniform guidelines for handling leave and benefits in the transition.

OVERVIEW

An elected official is an employee of Lassen County and receives retirement and benefits. However, an elected official does not receive vacation, sick pay or leave. As an employee does receive those benefits, this is meant to clarify what to do when a transition occurs.

Lassen County Policies**Salary**

Elected Officials receive the salary range that is listed in the official Salary Schedule for Lassen County. That salary schedule is kept in the Personnel Department and is approved by the Board of Supervisors. All elected officials take office at level E and remain at level E throughout their terms. (Elected officials may earn longevity premiums above the E step)

Benefits (as per 2.36.037 of County Code)

Elected Officials receive the same benefit package that are given the Appointed Department Heads, including PERS retirement, Health Insurance, Dental Insurance, and Cafeteria Plan and longevity pay .

Elected Officials do not receive sick pay or accrue vacation, holiday or leave pay.

Transition from employee to Elected Official

When a county employee becomes an elected official, they must resign from their position as an employee.

- Any accrued vacation and /or compensatory time will be paid off in their final check as an employee.
- Accumulated personal and administrative leave must be used before the employee makes the transition to elected official, or it will not be paid.
- Sick time may no longer be used but can be kept on the books for purposes of time served for PERS retirement.

2.28 A DEPARTMENT

A group of employees all working for the same Department Head.

2.28 DEPARTMENT HEADS:

A person elected or appointed to head a County department.

APPOINTED – The following Appointed

- County Administrative Officer
- County Counsel
- Public Defender
- Fair Manager
- Agricultural Commissioner
- County Health Officer
- Chief Probation Officer
- Child Support Services Director
- Community Development Director
- Deputy County Administrative Officer
- Director of Transportation/Public Works
- Director of Health and Social Services
- Director of Behavior Health
- Director of Community Social Services
- Director of Public Guardianship/Conservatorship
- Assistant to the County Administrative Officer/Budget Analyst
- Veteran's Services Officer

ELECTED – The following elected Officials are Elected Department Heads

- Assessor
- Auditor
- County Clerk
- District Attorney
- Sheriff/Coroner
- Treasurer/Tax Collector

2.29 DISCIPLINARY ACTION:

The discharge, demotion, reduction in pay, suspension, or issuance of a written or oral reprimand or warning, or any other action taken for punitive, corrective or disciplinary reasons, towards a County employee, but excluding performance evaluations.

2.30 DISCIPLINARY SUSPENSION:

A disciplinary action that temporarily separates an employee from County service without pay. County contribution to benefits will continue during a disciplinary suspension.

(Lassen County August 2000 updated March 18, 2014, Resolution #14-015. , updated May 13, 2014, Resolution #14-022, updated August 19, 2014, Resolution 14-044, updated December 15, 2015, Resolution #15-066