

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LASSEN AMENDING
PERSONNEL RULES AND REGULATIONS

WHEREAS, The County of Lassen has published Personnel Rules and Regulations; those Rules and Regulations are amended from time to time as the need is determined; and

WHEREAS, County Administrative Services has identified the need to amend section 902(e) of the Personnel Rules and Regulations; Section 902(e) currently limits the number of vacation days an employee may accrue (setting the limit at 30 days or 240 hours (see attachment A)); The practice of the Auditor, and Administrative Services for years has been to recognize up to and including 254 hours of vacation accrual despite the stated limitation; and

WHEREAS, the need has been identified by Administrative Services to align the published rule with the practice by amending the published rule to reflect that vacation may be accrued up to and including 254 hours.

NOW, THEREFORE, BE IT RESOLVED THAT section 902(e) of the Lassen County Personnel Rules and Regulations is hereby amended to read as set forth in attachment B.

The foregoing Resolution was adopted at a regular meeting of the Board of Supervisors of the county of Lassen, State of California, held on the _____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

JEFF HEMPHILL, Chairman
Lassen County Board of Supervisors

ATTEST:
JULIE BUSTAMANTE
Clerk of the Board

BY: _____
Michele Yderraga, Deputy Clerk of the Board

I, Michele Yderraga, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the _____ day of _____, 20____.

Deputy Clerk of the County of Lassen
Board of Supervisors

Attachment A

Current version of section 902(e) of the Lassen County Personnel Rules and Regulations:

“(e) No employee shall accrue more than thirty (30) days vacation leave. Once an employee has accrued but not used thirty (30) days of vacation leave, such employee shall not accrue any further vacation leave until such employee's amount of accrued vacation leave is reduced below thirty (30) days. However, in no case shall employees total accrued and unused vacation exceed thirty (30) days.”

Attachment B

Proposed new version of section 902(e) of the Lassen County Personnel Rules and Regulations:

“(e) No employee shall accrue more than two hundred fifty four (254) hours of vacation leave. Once an employee has accrued but not used two hundred fifty four (254) hours of vacation leave, such employee shall not accrue any further vacation leave until such employee's amount of accrued vacation leave is reduced below two hundred fifty four (254) hours. However, in no case shall employees total accrued and unused vacation exceed two hundred fifty four (254) hours.”

Article IX. BENEFITS

901. RETIREMENT:

All regular employees of the County shall be members of the Public Employees Retirement System as provided by law and term of the contract in effect between the County and the Public Employees Retirement System. The board may amend the contract as provided by law. The County Administrative Officer shall advise the Board regarding policy matters concerning the contract or amendments to it.

Employees who are 50 years old and have five years of service are eligible for retirement. Earnings upon retirement are dependent on the terms of their bargaining agreement, length of service and pay. It is the responsibility of the retiree to contact their individual plan administrators to coordinate their retirement benefits.

Currently regular employees are covered by PEMHCA by resolution of the Board of Supervisors. Under PEMHCA, a retiree has the right to remain in the county sponsored health plan under the terms and conditions of the plan as it may be amended from time to time. The county will continue to pay on behalf of retiree's, the employer contribution to health insurance as determined in the appropriate current memorandum of understanding or compensation and benefit plan. Membership in PEMHCA and the structure of retirement benefits may be subject to change by further resolution of the Board of Supervisors in accordance with state law.

A retiree has the right to remain in the county sponsored dental plan under the terms and conditions of the plan as it may be amended from time to time. The county will not contribute any money to retiree dental insurance costs. This benefit may be subject to change by further resolution of the Board of Supervisors.

Retirees must be currently enrolled in a dental plan to be eligible to remain in that plan at retirement. Dependents may not be enrolled in the dental plan if they are not enrolled at the time of the employee's retirement. Retirees must be eligible for health coverage at the time of retirement, and must retire within 120 days of the date of separation, to be eligible for retiree health coverage. Eligible Retirees may enroll in health coverage during open enrollment periods through CalPERS. (An employee who is enrolled in County health coverage may continue health coverage into retirement).

902. VACATION:

County officers and employees working more than twenty (20) hours per week, other than temporary employees, shall be entitled to twelve (12) working days vacation with pay per year as follows:

(1) (a) Vacation for full-time employees shall accrue at the rate of one (1) day for each calendar month **or major fraction thereof of actual service**, (For the purposes of accruing vacation, paid sick time, vacation and holidays shall be counted as actual service) commencing with the date of original employment; (12 days per year).

(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

Lassen County Personnel Rules & Regulations

(b) After five (5) years of continuous service, vacation shall accrue at the rate of one and one-quarter days (1 1/4 days) for each calendar month of service; (15 days per year).

(c) After ten (10) years of continuous service, vacation shall accrue at the rate of one and one-half days (1 1/2 days) for each calendar month of service; (18 days per year).

(d) After seventeen (17) years of continuous service, vacation shall accrue at the rate of one and two-thirds days (1 2/3 days) for each calendar month of service; (20 days per year).

(2) Regular part-time employees shall accrue vacation at the same rates set forth above, but **in proportion** to the total number of hours worked in any week divided by forty (40).

(a) Vacation shall be taken only with the consent of the department head. Such consent shall not be unreasonably denied. However, vacations may be scheduled so as to ensure that department functions are adequately staffed at all times. The County reserves the right to schedule and require vacation time off of employees who have accrued vacation time approaching 240 hours.

(b) Department heads shall have full responsibility and discretion for setting vacation periods for all employees under their supervision. In doing so, they shall be guided by the good of the County service, the desires of the individual employee and the orderly conduct of the work and functions of each department.

(c) Upon termination, the employee shall receive pay for vacation time earned but which remains unused as of the date of termination.

(d) To be eligible to earn vacation, a regular part-time employee must regularly be scheduled and work a minimum of twenty (20) hour per week. Vacation time earned shall accrue as set forth in this Rule.

(e) No employee shall accrue more than thirty (30) days vacation leave. Once an employee has accrued but not used thirty (30) days of vacation leave, such employee shall not accrue any further vacation leave until such employee's amount of accrued vacation leave is reduced below thirty (30) days. However, in no case shall employees total accrued and unused vacation exceed thirty (30) days.

903. PERSONAL HOLIDAY:

Employees who were employed as of December 31 shall be entitled to take personal holiday(s) in the following calendar year as prescribed by employment status. If not used within the calendar year, personal holiday(s) will be lost to the employee. Employees who work less than full-time will have their personal holiday(s) pro-rated.

904 COUNTY HOLIDAYS:

(a) County offices, except those for which special regulations are required, shall be closed on the following legal holidays:

January 1

New Year's Day

January (third Monday)

Martin Luther King Day

(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