

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA ESTABLISHING AND  
RESTATING SALARIES AND BENEFITS FOR APPOINTED DEPARTMENT HEADS,  
CONFIDENTIAL EMPLOYEES, AND ELECTED OFFICIALS

WHEREAS, the Appointed Department Heads, Confidential Employees, and Elected Officials have traditionally received pay and benefits consistent with those negotiated by the Lassen County Management and Professional Association (LCMPA); and

WHEREAS, it is incumbent on the County to also identify what salary and benefit changes it agrees to extend to the remainder of its non-represented employees; and

WHEREAS, the list of unrepresented employees of Lassen County includes, at least, the appointed department heads and confidential employees; and

WHEREAS, Lassen County has a history of likewise extending to its elected officials (not including members of the Board of Supervisors) the same salary and benefit changes it extends to its appointed department heads and confidential employees; and

WHEREAS, as result of the multiple changes having occurred over time to these salaries and benefits, it is prudent to, moving forward, restate those benefits in one consolidated resolution; and

WHEREAS, this resolution restates and confirms the salaries and benefits for appointed department heads, confidential employees, and elected officials only (not including members of the Board of Supervisors); and

WHEREAS, by state law, salaries and benefits afforded to members of the Board of Supervisors must be adopted by ordinance separately and have been so adopted at Lassen County Code Chapter 2.36.030; and

WHEREAS, a separate resolution details the wages and benefits for the Sheriff and Undersheriff, as those positions have been historically been dealt with differently and no part of this resolution is intended to define salaries and benefits for the Sheriff or Undersheriff of Lassen County.

NOW, THEREFORE, BE IT RESOLVED THAT the below listed salary and benefits are identified and confirmed as applying to the following classifications in the following manner:

1. The classification list of appointed department heads, to which this restatement is applicable (all are at-will and FLSA exempt), is included and incorporated herein by reference as Exhibit 1; and
2. The classification list of confidential employees (none are at-will and none are FLSA exempt except the Assistant Auditor and Assistant Director/ Personnel Coordinator), to which this

restatement is applicable, is included and incorporated herein by reference as Exhibit 1; and

3. The classification list of elected officials (all are FLSA exempt), to which this restatement is applicable, is included and incorporated herein by reference as Exhibit 1; and
4. All classifications listed in exhibit 1 are confirmed to be covered by the contract that exists between the county of Lassen and CalPers for retirement benefits. The formula that a particular employee enjoys depends on their respective date of hire. Employees hired before October 3, 2010 enjoy the benefit of a 2% at 55 formula. Employees hired on or after October 3, 2010 enjoy a retirement formula of 2% at 60, and employees hired after January 1, 2013, enjoy a retirement formula of 2% @ 62 (PEPRA); and
5. Effective, and retroactive to, July 7, 2024, the salary of the appointed department heads, confidential employees, and elected officials shall be increased 4%. Effective the first full pay period following July 1, 2025, the salary of the appointed department heads, confidential employees, and elected officials shall be increased based on the California All Urban Areas CPI, with a minimum of 2% and up to a maximum of 4%. Effective the first full pay period following July 1, 2026, the salary of the appointed department heads, confidential employees, and elected officials shall be increased based on the California All Urban Areas CPI, with a minimum of 2% and up to a maximum of 4%; and
6. The health contribution to be made by the County to all appointed department heads, confidentials, and elected, is hereafter established as follows:

	Current Rate	Effective after ratification	Effective 12/1/25	Effective 12/1/26
Employee	290	365	415	465
Employee+ 1	365	440	490	540
Employee+2	490	540	590	640

All increases to the monthly contributions to the PERS-sponsored health plans will be effective the first full pay period following the date listed above; and

7. The County will contribute monthly to a flex plan to be applied to benefits described below for each appointed department head, confidential employee, and elected official:
  - A. Dental coverage.
  - B. Life insurance.
  - C. Additional contribution to health insurance.
  - D. Deferred Compensation.
  - E. Section 125 childcare and unreimbursed medical.

- F. Supplemental insurance plans offered by the County or its approved vendors.
- G. Vision Plan.

Current Rate	Effective after ratification	Effective 12/1/25	Effective 12/1/26
759	784	809	834

- 8. All department heads, appointed or elected, shall be deemed to have been employed by Lassen County for a period of five years for the purpose of accruing vacation, sick, and longevity salary adjustments both now and in the future; and
- 9. Longevity pay for appointed department heads, confidential employees, and electeds, without regard to performance, is set forth as follows:
  - a. Employees who have completed 7 years of service shall receive a 2.5% longevity premium. Employees who have completed 10 years of service shall receive an additional 2.5% for a total longevity premium of 5% (2.5 plus 2.5 – longevity premiums are not compounded). Employees with 15 years of service will receive an additional 5% for a total longevity premium of 10% of their base pay. Effective the first full pay period following adoption of this resolution, Employees with 20 years of service will receive an additional 2.5% for a total of 12.5% longevity premium; Employees with 25 years will receive an additional 2.5% for a total of 15% longevity premium. Longevity premium will be calculated from base pay. The additional 2.5% for 20 years of service and 25 years of service will become effective the first full pay period following ratification.

The service does not need to be continuous but the Department Head shall verify the service and request the additional longevity step from the Personnel Director. Leaves of Absence without pay of 30 days or longer or time spent on layoff status shall not count as service for longevity purposes. If the eligibility date for longevity pay is missed, the auditor's office will figure the appropriate amount of retroactive pay as far back as, but not prior to, July 1, 2003). Part time benefited service shall count the same as full-time service. On-call and/or part-time non-benefited service shall not count for longevity purposes.

- 10. The maximum County contribution monthly for appointed department heads, confidentials, and elected officials for dental insurance shall be \$55.00; and
- 11. Non-exempt confidential employees who are entitled to overtime under the F.L.S.A.,

and working more than 10 hours in one day or 40 hours in a workweek shall be compensated at the rate of time and one-half their regular hourly rate of pay or earn compensatory time off (at the rate of time and one-half) in lieu of overtime. Compensatory time accumulation shall be allowed in accordance with the Federal maximum limit, currently 240 hours. Management reserves the right to schedule an employee to use their compensatory time off.

Non-exempt confidential employees who earn overtime, at their option and with the approval of their respective department head, may elect to be paid in cash for overtime earned during a bi-weekly pay period. If the employee does not elect to be paid in cash or if the department head does not approve such cash payment (said denial to be in writing to the employee), the employee shall be credited with the appropriate amount of compensating time off (C.T.O.) for overtime worked. This provision shall only apply to overtime earned subsequent to this resolution and is not intended to authorize the cashing out of overtime once it is credited to the employee as C.T.O. Nothing in this provision shall be construed to abridge or restrict the County's ability to manage its overtime policies.

12. Travel, lodging and meals for appointed department heads, confidentials, and elected officials will be reimbursed at actual expenses. Meals may be claimed at actual costs or at the IRS general per diem rate. Employees claiming actual costs will be responsible to use the most economical facilities available that are appropriate to the circumstances. Reimbursements shall not be made on meals paid for in general conference or meeting fees. No more than three meals per day may be claimed and per diem or actual costs may not be mixed in any one day. Alcoholic beverages will not be paid for. Beverages that do not accompany meals will not be paid for. Tips of up to 15%, only if included on an itemized register or credit card receipt, will be honored. Itemized cash register receipts must accompany requests for actual costs reimbursements; and
13. The county shall defend, indemnify, and hold harmless all appointed department heads against all claims as a result of employment with the county of Lassen; and
14. The county agrees to provide, at its expense, a \$40,000.00 term life insurance policy for appointed department heads, confidentials, and elected officials; and
15. The rate at which appointed department heads, confidentials, and elected officials accrue vacation shall be the same as that for the Management and Professionals Association except that in calculating the years of service, department heads, appointed or elected, shall enjoy the benefit of the additional five years contemplated by number 9 above; and
16. The IRS rate for mileage shall be used for all mileage reimbursement for appointed department heads, confidentials, and elected officials; and
17. Appointed department heads, and confidentials may sell up to 40 hours of accrued annual leave one time per year on the following conditions:

- a. The employee has a balance of not less than 200 hours of annual leave (vacation) at time of application; and
  - b. The request is made between November 15 and January 31; and
  - c. Sufficient budget appropriation exists within the department; and
  - d. The CAO approves the sale.
18. Appointed department heads and confidentials shall have their personal leave allowance established as 32 hours annually. Appointed department heads and FLSA exempt confidential employees shall have an additional annual administrative leave allowance of 40 hours.
19. Appointed department heads, elected officials, and confidential employees, with the exception of members of the Board of Supervisors and the Sheriff, shall receive, upon request of the individual employee, a cell phone allowance of \$50.00 (reportable income for the employee) per month for the purpose of offsetting the cost associated with use of personal cell phone for work matters. Confidential employees may receive this stipend but only after their department head makes a written determination approving same.
20. Bereavement leave available for appointed department heads and confidential employees shall be that afforded to members of the Management and Professional Association.
21. Appointed department heads, confidential employees, and elected officials shall be afforded the same steps in their pay range as the members of the Management and Professional Association, to include A, B, C, D, E, F, G, per the Management and Professional Association MOU, Article 4.03, C.
22. Appointed department heads, confidential employees, and elected officials shall be afforded the same educational incentives as the members of the Management and Professional Association, per the Management and Professional Association MOU, Article 11.24.

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: \_\_\_\_\_

\_\_\_\_\_  
Aaron Albaugh, Chairman  
Lassen County Board of Supervisors

ATTEST:  
JULIE BUSTAMANTE  
Clerk of the Board

BY: \_\_\_\_\_  
Michele Yderraga, Deputy Clerk of the Board

I, 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