

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 County has succeeded in negotiating successor memorandums of understanding (MOU) with all of its collective bargaining groups (UPEC, RWA, MPA, LCDSA, LCPOMU, LCPOSU), save one; 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 employees, those not represented; 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 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), to which this restatement is applicable, is included and incorporated by reference as exhibit 2; and
3. The classification list of elected officials (all are FLSA exempt), to which this restatement is applicable, is included and incorporated by reference as exhibit 3; and

4. The hourly and monthly salary schedule, which applies to all classifications listed in exhibits 1, 2, and 3 above is included and incorporated by reference as exhibit 4a and 4b (salary schedules are as of the date of this resolution and do not include the 2% increase contemplated for after July 1, 2019); and
5. All classifications listed in exhibit 1, 2, or 3 above 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).
6. Effective the first full pay period following July 1, 2019, the salary of the appointed department heads, confidentials, and elected officials shall be increased 2%; and
7. The health contribution to be made by the County to all appointed department heads, confidentials, and elected, is hereafter established as follows (remains unchanged):
  - a. Employee \$215.00
  - b. Employee plus one \$290.00
  - c. Employee plus two \$415.00
8. The County will contribute \$684.00 monthly for each appointed department head, confidential employee, and elected official to the Flexible Benefit Plan. The Flexible Benefit Plan may be used for the following:
  - 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.
9. 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
10. 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. 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.

11. The maximum County contribution monthly for appointed department heads, confidentials, and elected officials for dental insurance shall be \$55.00; and
12. 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. No more than 40 hours of compensatory time may be accumulated. 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.

13. 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

14. 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
15. 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
16. 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
17. The IRS rate for mileage shall be used for all mileage reimbursement for appointed department heads, confidentials, and elected officials; and
18. 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.
19. 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.
20. 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.
21. Bereavement leave available for appointed department heads and confidential employees shall be that afforded to members of the Management and Professional Association.

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, , 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

[illegible]

4

## Lassen County Auditor's Office

EMP. #	JOB CLASSIFICATION	CURRENT STEP/RNG							
360	LEGAL OFFICE COORD.	CONF. 19							
536	PAYROLL SUPERVISOR II	CONF. 23							
571	ASSISTANT AUDITOR	CONF. 27							
700	PERSONNEL ASST	CONF. 18							
573	PERSONNEL/RISK ANALYST	CONF. 26							
966	DEPUTY CLERK BOARD	CONF. 20							

EXHIBIT 2

## Lassen County Auditor's Office

[illegible]

EXHIBIT 3



**Management**  
**Hourly Salary Schedule**  
**Fiscal Year 2017/2018**  
**NEGOTIATED 3.0% INCREASE**  
**EFFECTIVE 8/13/2017**

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
1	8.5138	8.8858	9.2764	9.6866	10.1172
2	9.3327	9.7430	10.1737	10.6260	11.1010
3	9.7430	10.1737	10.6260	11.1010	11.5997
4	10.1737	10.6260	11.1010	11.5997	12.1233
5	10.6260	11.1010	11.5997	12.1233	12.6731
6	11.1010	11.5997	12.1233	12.6731	13.2503
7	11.5997	12.1233	12.6731	13.2503	13.8565
8	12.1233	12.6731	13.2503	13.8565	14.4929
9	12.6731	13.2503	13.8565	14.4929	15.1612
10	13.2503	13.8565	14.4929	15.1612	15.8629
11	13.8565	14.4929	15.1612	15.8629	16.5997
12	14.4929	15.1612	15.8629	16.5997	17.3733
13	15.1612	15.8629	16.5997	17.3733	18.1856
14	15.8629	16.5997	17.3733	18.1856	19.0385
15	16.5997	17.3733	18.1856	19.0385	19.9340
16	17.3733	18.1856	19.0385	19.9340	20.8744
17	18.1856	19.0385	19.9340	20.8744	21.8617
18	19.0385	19.9340	20.8744	21.8617	22.8984
19	19.9340	20.8744	21.8617	22.8984	23.9870
20	20.8744	21.8617	22.8984	23.9870	25.1300
21	21.8617	22.8984	23.9870	25.1300	26.3301
22	22.8984	23.9870	25.1300	26.3301	27.5902
23	23.9870	25.1300	26.3301	27.5902	28.9134
24	25.1300	26.3301	27.5902	28.9134	30.3027
25	26.3301	27.5902	28.9134	30.3027	31.7614
26	27.5902	28.9134	30.3027	31.7614	33.2931
27	28.9134	30.3027	31.7614	33.2931	34.9014
28	30.3027	31.7614	33.2931	34.9014	36.5901
29	31.7614	33.2931	34.9014	36.5901	38.3633
30	33.2931	34.9014	36.5901	38.3633	40.2250
31	34.9014	36.5901	38.3633	40.2250	42.1799
32	36.5901	38.3633	40.2250	42.1799	44.2326
33	38.3633	40.2250	42.1799	44.2326	46.3878
34	40.2250	42.1799	44.2326	46.3878	48.6508
35	42.1799	44.2326	46.3878	48.6508	51.0270
36	44.2326	46.3878	48.6508	51.0270	53.5220
37	46.3878	48.6508	51.0270	53.5220	56.1417
38	48.6508	51.0270	53.5220	56.1417	58.8924
39	51.0270	53.5220	56.1417	58.8924	61.7807
40	53.5220	56.1417	58.8924	61.7807	64.8133

**EXHIBIT** 4a

**Management**  
**Monthly Salary Schedule**  
**Fiscal Year 2017/2018**  
**NEGOTIATED 3.0% INCREASE**  
**EFFECTIVE 8/13/2017**

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
1	1476	1540	1608	1679	1754
2	1618	1689	1763	1842	1924
3	1689	1763	1842	1924	2011
4	1763	1842	1924	2011	2101
5	1842	1924	2011	2101	2197
6	1924	2011	2101	2197	2297
7	2011	2101	2197	2297	2402
8	2101	2197	2297	2402	2512
9	2197	2297	2402	2512	2628
10	2297	2402	2512	2628	2750
11	2402	2512	2628	2750	2877
12	2512	2628	2750	2877	3011
13	2628	2750	2877	3011	3152
14	2750	2877	3011	3152	3300
15	2877	3011	3152	3300	3455
16	3011	3152	3300	3455	3618
17	3152	3300	3455	3618	3789
18	3300	3455	3618	3789	3969
19	3455	3618	3789	3969	4158
20	3618	3789	3969	4158	4356
21	3789	3969	4158	4356	4564
22	3969	4158	4356	4564	4782
23	4158	4356	4564	4782	5012
24	4356	4564	4782	5012	5252
25	4564	4782	5012	5252	5505
26	4782	5012	5252	5505	5771
27	5012	5252	5505	5771	6049
28	5252	5505	5771	6049	6342
29	5505	5771	6049	6342	6650
30	5771	6049	6342	6650	6972
31	6049	6342	6650	6972	7311
32	6342	6650	6972	7311	7667
33	6650	6972	7311	7667	8040
34	6972	7311	7667	8040	8433
35	7311	7667	8040	8433	8845
36	7667	8040	8433	8845	9277
37	8040	8433	8845	9277	9731
38	8433	8845	9277	9731	10208
39	8845	9277	9731	10208	10708
40	9277	9731	10208	10708	11234

**EXHIBIT 46**