COUNTY OF SONOMA

SALARY RESOLUTION

No. 95-0926

Prepared by:
Sonoma County Human Resources Department

Revised: June 2016
SECTION 8 - PREMIUM PAY

8.1 Premium - P.O.S.T
Each Unrepresented employee in the class of Deputy Sheriff II, Sheriff's Sergeant, District Attorney Investigator I, District Attorney Investigator II, Senior District Attorney Investigator, Welfare Fraud Investigator I, Welfare Fraud Investigator II, Public Defender Investigator I, and Public Defender Investigator II who have been awarded a valid certificate issued by the California Commission on Peace Officers' Standards and Training (POST), shall be eligible for POST premium compensation at the same rate of pay as described in the Memorandum of Understanding representing permanent employees in the same classification.

Each Sheriff who has been awarded an advanced certificate issued by the California Commission on Peace Officer's Standards and Training (POST) shall be eligible for POST premium compensation upon presentation of said certificate to the County. Each eligible Sheriff who has been awarded a valid advanced certificate shall receive three percent (3%) of base hourly rate thereafter, added to the employee’s base hourly rate for all compensation purposes.

The payments set forth in this Section (8.1) shall become effective at the beginning of the first full pay period following the date of eligibility or application for the specified POST premium, whichever date is later.

8.2 Premium - Shift Differential
Employees designated as Unrepresented Confidential or Unrepresented shall be entitled to receive shift differential if the employee is assigned to work, and actually works an evening or night work shift.

A. Shift differential shall be paid only for hours worked on the defined shift. An employee whose shift starts 7 a.m. or later and ends by 7 p.m. shall not be eligible for shift pay.

B. An employee must actually work more than fifty percent (50%) of his or her shift hours between 2 p.m. and 10 p.m. to receive the evening shift differential premium specified in this Subsection (8.2(c)). An employee must actually work more than fifty percent (50%) of his or her shift hours between 10 p.m. and 8 a.m. to receive the night shift premium specified in subsection 8.2(d).

C. Evening Shift Premium: An additional five percent (5%) above the employee's base hourly rate for each hour actually worked on an evening shift.

D. Night Shift Premium: An additional ten percent (10%) above the employee's base hourly rate for each hour actually worked on a night shift.

E. Employees in job classes represented by other bargaining units entitled to receive shift premium pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

8.3 Premium Pay - Confidential Employees
Employees designated as Unrepresented Confidential employees shall be entitled to receive a premium pay of ninety cents ($0.90) per hour.
8.4 **Premium Pay - Nurse Practitioner/Physician Assistant (Amended 3/19/13)**  
Each Unrepresented employee in the classification of Public Health Nurse I or Public Health Nurse II who meets the minimum qualification for employment as a Nurse Practitioner/Physician Assistant, and who is assigned to perform the duties normally ascribed to the classification of Nurse Practitioner/Physician Assistant, shall be paid at the salary step of the scale for such higher classification which corresponds to the salary step of the employee's salary scale for each hour assigned and actually worked at said classification. An entry will be made in the employee's personnel file to document the employee's service as a Nurse Practitioner/Physician Assistant.

8.5 **Bilingual Pay (Amended 6/14/16)**  
When a Department Head designates an Unrepresented Administrative Management position or Unrepresented Confidential position or an Unrepresented position which requires bilingual skills on the average of at least ten percent (10%) of the employee's work time, such an employee in the designated position shall first demonstrate a language proficiency of job-related terminology acceptable to the Department Head and the Director of Human Resources. Thereafter, the employee shall be entitled to the payment of one dollar ($1.15) per hour of bilingual pay differential for every hour the person actually worked. Employees in job classes represented by other bargaining units entitled to receive bilingual pay shall be paid as described in the Memorandum of Understanding representing permanent employees in the same classification.

8.6 **Bilingual Pay - Termination of (Amended 3/19/13)**  
When a department head determines that a designated bilingual employee is no longer utilizing his/her bilingual skills at least ten percent (10%) of the employee's time for three consecutive pay periods, the County may remove the employee from the list of designated bilingual employees and the employee will no longer be entitled to receive Bilingual Pay, unless re-designated by the department head at a later date.

8.7 **Bilingual Pay - Daily Assignment**  
When (a) a Department Head has designated an Unrepresented/Confidential position which requires bilingual skills on the average of at least ten percent (10%) of the employee’s work time, and (b) an employee has been assigned on an on-going basis to carry out such assignment, and (c) the employee so assigned becomes absent by virtue of temporary leave such as sick leave, vacation, or compensatory time off, then the Department Head may assign an employee to carry out the required bilingual duties of the assigned position on a daily basis. This back-up person, having first demonstrated a proficiency of job-related terminology acceptable to the Department Head and the Director of Human Resources, shall be entitled to the bilingual premium specified in Section 8.5 per hour for all hours actually worked in a daily assignment.

8.8 **Extra-Help Employees**  
Each Unrepresented extra-help employee in the class of Occupational Therapist I, Occupational Therapist II, Physical Therapist I and Physical Therapist II shall be paid a premium of ten percent (10%) above the employee's base hourly rate.
8.9 Premium Pay for Detention & PES/CSU Facilities (Amended 10/21/14)

8.9.1 Detention Facility
An Unrepresented extra-help employee in a classification represented by Engineers and Scientists of California (ESC) who is assigned to work in a detention facility shall receive the premium pay specified in the ESC current contract above the employee’s base hourly rate for all hours worked in the detention facility. Only those detention facilities listed in the ESC contract under Section 13.7 (Premium Pay for Detention Facilities) are eligible for this premium.

8.9.2 PES/CSU
Effective 10/14/14, an Unrepresented Extra-Help employee in a classification represented by Engineers and Scientist of California (ESC) who is assigned to work in the Psychiatric Emergency Services/Crisis Stabilization Unit (PES/CSU) shall receive the premium pay specified in the ESC current contract above the employee’s base hourly rate for all hours worked in the PES/CSU facility.

8.10 Patient Care Manager/Family Nurse Practitioner Certified
When required by a position, as determined by the appointing authority, an employee in the class of Patient Care Manager who is certified as a Family Nurse Practitioner (FNP) shall be paid as a Patient Care Manager/FNP, as specified in Appendix A.

8.11 Facilities Assignment Premium Pay
When an Office Support Supervisor Confidential or a Senior Office Support Supervisor Confidential in the Human Services Department is assigned by the Department Head or designee to building/facility maintenance tasks such as liaison with landlords, security firms, management of building equipment, pool cars or other related tasks and these tasks require twenty-five percent (25%) or more of his/her time, he/she will receive a premium pay five percent (5%) above the employee’s base hourly rate for all hours assigned and actually worked.

SECTION 12 - STAFF DEVELOPMENT & WELLNESS (Amended 6/14/16)

12.1 Staff Development and Wellness Benefit Allowances (Amended 6/14/16)
Subject to budgeted funds for this program, full-time and part-time (.40 FTE and greater) employees who are in allocated positions are eligible for Staff Development/Wellness Benefit Allowance each fiscal year. As specified in the chart below, full-time and part-time employees may receive reimbursement pursuant to the provisions of the Staff Development Benefit Allowance Program Administrative Manual. Funds may not be carried over from year to year, and may be taxable pursuant to Internal Revenue Code.

<table>
<thead>
<tr>
<th>Bargaining Unit</th>
<th>Full-Time</th>
<th>¾ Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU: 00 Unrepresented</td>
<td>$1,000</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

Deleted: 3/15/16
Deleted: 6/14/16
Deleted: 3/15/16
Deleted: 500
Deleted: 250
### Wage Adjustments, Resolution-Attachment B

<table>
<thead>
<tr>
<th>BU: 51</th>
<th>Confidential</th>
<th>Annual Staff Development/Wellness Benefit Allowance</th>
<th>$1,000</th>
<th>$500</th>
<th>$500</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU: 49</td>
<td>Board of Sups</td>
<td>Annual Staff Development/Wellness Benefit Allowance</td>
<td>$1,650</td>
<td>$1,650</td>
<td>$1,050</td>
</tr>
<tr>
<td>BU: 52</td>
<td>Elected DH</td>
<td>Annual Staff Development/Wellness Benefit Allowance</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$960</td>
</tr>
</tbody>
</table>

#### 12.2 Staff Development - Computer Hardware, and Mobile Devices
Staff Development Benefit Allowances may be used towards reimbursement for the purchase of computer hardware as defined in the County’s Staff Development Benefit Program Allowance Administrative Manual. Monthly service charges for internet and mobile communication connections are not reimbursable under this Program. The use and approval of all computer hardware, and mobile devices is subject to review by the department head (or may be delegated to a senior manager only) and is subject to the specific job requirements for each job classification in that department. All computer hardware, and mobile devices must be directly job related, must be used for County business a minimum of 50% of their use and requires department head (or senior manager designee) authorization in order to qualify for reimbursement. Use of computer hardware and mobile devices to perform County business is subject to all County administrative and departmental policies related to technology use and security. Department head authorization for the use of this benefit towards reimbursements for computer hardware, and mobile devices must be outlined and approved in the employees’ annual Professional Development Plan document and will be considered together with other staff development training and educational priorities required by the department head.

Overtime eligible employees shall not incur overtime by using the computer hardware of mobile device before or after regular scheduled work time or non-work days unless the work is authorized by the employee’s designated supervisor.

#### 12.4 Wellness/Physical Fitness
The annual Staff Development/Wellness Benefit Allowance may be used towards reimbursement for allowable physical fitness and/or wellness programs, as defined in the County’s Staff Development Benefit Allowance Program Administrative Manual (Manual). An eligible employee may request reimbursement for allowable expenses, upon approval of the appointing authority, and as defined in the Manual.

#### 12.5 Continuing Education Leave
When a continuing education course is offered during an employee's normal work schedule, the employee may be authorized continuing education leave. Such leave authorization shall be subject to the
approval of the employee's appointing authority and must be directly related to the employee's present position or career advancement within the present department. Continuing education leave shall be considered as time worked.

12.6 In-Service Training
Attendance at in-service training courses may be authorized by the appointing authority.

12.7 Payment for In-Service Training
There are three ways the expenses of the program may be paid:
A. By the County: Expenditures for travel, meals, lodging, registration and other items included annually within the department budget.
B. By other public or private agencies: Expenditures paid by grants from the State or Federal governments, from private organization or from professional organizations.
C. By the individual employee: The employee may pay the in-service training expenses in whole or in part from their Staff Development Benefit Allowance funds, or from the employee's private resources, if the employee requests and receives approval from the appointing authority for paid release time to attend the authorized training.

12.8 Guidelines
The Director of Human Resources shall develop, modify, implement and administer guidelines for the use of the County's Staff Development Benefit Allowance Program, in compliance with IRS regulations.

12.9 Non-Grievable
Sections 12.1 through 12.8 of this Resolution shall not be grievable or appealable under any County policy, resolution or rule.

SECTION 13 - DEFERRED COMPENSATION
13.1 Incentive Retirement Savings Plan (Amended 7/22/14, 6/14/16)
Effective with the pay period beginning July 5, 2016 the County shall deposit the following percentage of an employee’s bi-weekly base salary into the 401(a) account of each Unrepresented Administrative Management employee, Department Head, each Unrepresented Confidential employee, and each Unrepresented employee. (Extra-help employees are not eligible for County contributions under this program; see PST/457 Section 13.4).

<table>
<thead>
<tr>
<th></th>
<th>*Foundation Contribution</th>
<th>**Matching Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head</td>
<td>3.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Administrative Management</td>
<td>3.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Confidential Employee</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Other Unrepresented Employee</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

* Reflects amount of county bi-weekly contribution to 401(a) plan of 1% or 3% of employee’s bi-weekly base salary.
** Wage Adjustments, Resolution-Attachment B

** County match made bi-weekly to a 401(a) plan based on an employee’s bi-weekly contribution to a County deferred compensation plan, not to exceed 1% of bi-weekly base salary in addition to the foundation contribution listed above.

In order to receive such County contributions, each employee must be in pay status for at least fifty percent (50%) of the employee's regular work schedule in a pay period.

Nothing herein renders the County liable to any employee for continuance of the current deferred compensation plan in the event of a discontinuance of Internal Revenue Service or Franchise Tax Board approval of any County deferred compensation plan or portion thereof or the employee becoming ineligible to participate in the deferred compensation plan.

Any employee, Board member, or Elected Department Head who continues to receive County contributions under any prior deferred compensation plan will not be eligible for County contributions to the Incentive Retirement Savings Plan.

County paid contributions under this Subsection 13.1 (Incentive Retirement Savings Plan) shall not be included in the calculations of retirement.

The provisions of this program are subject to Federal and State law and will be modified to comply with any legislative changes including any contribution limits as required by the Public Employees Pension Reform Act.

13.2 Deferred Compensation – Voluntary Plan (Amended 3/19/13)

The County will maintain a voluntary deferred compensation plan for all employees eligible under Federal law and the rules of the deferred compensation plan.

13.3 PST/457 Deferred Compensation Retirement Plan

Part-time (less than 0.50 FTE) and extra-help employees who are hired on or after October 1, 1991, shall participate in the PST/457 Deferred Compensation Retirement Plan authorized by Internal Revenue Code Section 457 in lieu of Social Security. The County shall contribute to the employee's PST/457 deferred compensation account according to the following schedule:

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5%</td>
<td>4.0%</td>
</tr>
</tbody>
</table>

The Sonoma County Water Agency employees are not included in the PST/457 Deferred Compensation Plan as they are presently covered by Social Security.