



BOARD OF SUPERVISORS
AGENDA LETTER

**Agenda
Number:**

**Clerk of the Board of
Supervisors**
105 E. Anapamu Street, Suite
407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO
Department No.: 012
For Agenda Of: November 5, 2013
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Terri Maus-Nisich, Interim County Executive Officer, 568-3404
Jeri Muth, Human Resources Director, 568-2816

Contact Info: Joseph Pisano, Employee Relations Manager, 568-2839

SUBJECT: ***Terms and Conditions of Employment: Unrepresented Employees***

County Counsel Concurrence

As to form: Yes

Other Concurrence: Select_Other

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

1. Adopt the resolution in Attachment A, effective November 11, 2013, amending the Management Personnel Benefits Policy to increase the benefit allowance for assistant department heads and unrepresented attorneys and managers;
2. Lift the freeze on merit step increases for confidential-unrepresented employees, effective in December 2013; and

3. Approve the implementation of two general wage increases for a total of 3% over three years for confidential-unrepresented employees as set forth in this Board Letter.

Summary Text:

The recommended actions:

1. Increase the benefit allowance for assistant department heads and unrepresented attorneys and managers to \$236.51, which is the level that the majority of County employees receive;
2. Lift the freeze on merit step increases for confidential-unrepresented employees effective December 2013, with the provision that employees eligible for increases may not receive more than a one-step increase per year through June 2016; and
3. Provide a 2% wage increase for confidential-unrepresented employees, effective November 11, 2013, and a 1% increase for these employees effective July 6, 2015.

Background:

The Management Personnel Benefits Policy sets forth certain terms and conditions of employment for management, confidential-unrepresented employees, and unrepresented attorneys, including a “benefit allowance,” which is a bi-weekly allowance all County employees receive for the primary purpose of defraying the cost of health insurance for themselves and their dependents.

The amount of the benefit allowance varies by bargaining group, and the majority of County employees receive \$236.51 bi-weekly. Currently, assistant department heads receive \$228.64 bi-weekly and unrepresented managers and attorneys receive \$191.54 bi-weekly. The recommended action increases the benefit allowance for these employees to \$236.51 bi-weekly.

The recommended action also lifts the freeze on merit-step increases for confidential-unrepresented employees that was implemented beginning in December 2011, with the provision that employees may not advance more than one step per year through June 2016.

In addition, the recommended action provides a wage increase of 2% for confidential-unrepresented employees, effective November 11, 2013 and an additional wage increase of 1% for these employees, effective July 6, 2015.

Fiscal Analysis:

The recommended increase in benefit allowance for assistant department heads and unrepresented attorneys and managers affects approximately 260 employees. The estimated cost of increasing the bi-weekly benefit allowance for these employees to \$236.51 is approximately \$239,000 for the duration of Fiscal Year 2013-2014 and approximately \$389,000 annually thereafter.

There are approximately 63 confidential-unrepresented employees, of whom 28 are not currently at the top of their salary range. Employees are eligible for step increases at various times during the fiscal year, and the estimated cost of providing one merit-step increase for all currently eligible confidential-unrepresented employees is approximately \$36,000 for the remainder of Fiscal Year 2013-2014 and approximately \$133,000 on an annualized basis. This estimate assumes the recommended 2% wage increase effective November 11, 2013 is implemented. The cost of subsequent increases will vary somewhat with changes in the number and rates of pay of confidential-unrepresented employees who are eligible for step increases.

The estimated cost of implementing a 2% wage increase for confidential-unrepresented employees effective November 11, 2013 is approximately \$77,000 for the duration of Fiscal Year 2013-2014 and approximately \$125,000 annually thereafter. Based on current staffing levels, the estimated annual cost of providing a 1% wage increase for these employees effective July 6, 2015 is approximately \$64,000.

cc: Dennis Marshall, County Counsel
Robert W. Geis, Auditor-Controller
Department Heads

Attachments:

- A. Resolution amending the Management Personnel Benefits Policy (final)
- B. Resolution amending the Management Personnel Benefits Policy (changes tracked)