

Fire Division Chiefs and Fire Battalion Chiefs	Unit 63
Managers and Management Professionals	Unit 43
Unrepresented Attorneys	Unit 36
Confidential-Unrepresented Employees	Unit 32
<u>Legacy Managers</u>	<u>Unit 35</u>

COUNTY OF SANTA BARBARA
Compensation and Benefits Plan for
Management, Appointed Executive, and Confidential Unrepresented Employees

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SECTION 1. MEDICAL AND DENTAL BENEFITS

- A. For new employees, medical and dental coverage benefits under this Section shall be effective at the beginning of the month that immediately follows the employee's first pay period of employment in a regular position. Part-time employees must be employed a minimum of fifty percent (50%) of full-time in order to be eligible for insurance benefits.

- B. The County shall contribute up to 100% (prorated for part-time employees) of the least expensive EPO employee-only premium toward the cost of twice monthly medical plan coverage. For the 2024 plan year the County shall provide a \$50 subsidy of employees' twice monthly premiums for employee + one coverage and a \$310 subsidy of employees' twice monthly premiums for employee + family coverage. For the 2025 plan year, this amount shall be increased to a \$125 subsidy of employees' twice monthly premiums for employee + one coverage and a \$440 subsidy of employees' twice monthly premiums for employee + family coverage.

- C. The County shall contribute up to \$13.03 twice monthly toward the cost of the premium for employee-only dental plan coverage. Medical and Dental contributions are based on full-time employment; part-time employees shall receive prorated contributions based on their percentage of full-time employment. Insurance plan premiums that exceed the County's twice monthly contribution shall be paid by the employee through payroll deductions.

Employees may select coverage from the following options:

Medical*

- Preferred Provider Organization (PPO) Medical Plan(s)
- Health Maintenance Organization (HMO) Medical Plan(s)
- Exclusive Provider Organization (EPO) Medical Plan (s)

*All medical plans include employee assistance program coverage.

Dental

- County Self-funded Preferred Provider Organization (PPO) Dental Plan
- Dental Maintenance Organization (DMO) Dental Plan

- D. Employees may insure their eligible dependents (including registered domestic partners as provided for in Paragraph E below) under the medical and dental plans listed above in accordance with the rules and regulations applicable to obtaining said dependent coverage.

- E. If two regular County employees are either (a) married to each other or

(b) registered domestic partners, and are both eligible for contributions from the County toward employee-only medical and dental coverage, they may consolidate the County contributions toward the premium cost for "employee plus dependents" coverage held by one of the employees. In this situation, one employee (referred to below as the "spouse or partner") becomes a dependent on the other employee's (referred to below as the "primary employee") medical and dental coverage.

In order to be eligible under this provision, all of the following conditions must be met:

- Both employees are covered by the same medical and dental plan;
- The spouse or partner is insured as a dependent on the primary employee's medical and dental plan insurance;
- The spouse or partner has waived employee-only coverage;
- Both employees have authorized the consolidation of contributions on a form prescribed by the Human Resources Director;
- In the case of domestic partnerships, the employees must be so registered with a domestic partner registry maintained by a California city, county, the State of California, or a public jurisdiction in another state provided that the affected employees sign the County's Declaration of Domestic Partnership form.

Employees registered as domestic partners shall be responsible for all tax consequences of this benefit.

The amount of the consolidated contributions shall be that amount which would otherwise be contributed by the County toward the employee's and the spouse's employee-only premiums for the respective medical and dental plans less the cost for participation by the spouse or partner in the Employee Assistance Program and the County's healthcare advocacy program. The appropriate contributions shall be made by the respective departments employing each employee.

The employee and their domestic partner will be required to declare by affidavit that they meet these requirements in order for the domestic partner to participate in the County's medical and dental health insurance programs.

SECTION 2. HEALTH INSURANCE BENEFITS DURING MEDICAL LEAVE OF ABSENCE

Employees who are absent from work due to a medical condition including injury, illness, pregnancy and childbirth shall receive the County contribution toward health plan coverage for a leave period up to 18 months. Insurance premiums exceeding the County's contribution and for dependents shall be the responsibility of the employee during the leave period. If an employee has paid leave accruals in excess of eighteen (18) months at the start of the leave, the

County will continue to make its contribution toward health coverage while paid leave is being used and until such time as the paid leave is exhausted.

SECTION 3. LONG TERM DISABILITY INSURANCE

The County shall provide a Long Term Disability Insurance Plan for all employees.

The waiting period for benefit eligibility will be 60 days. The benefit will equal sixty percent of pre-disability earnings in accordance with specific plan provisions, limitations and exclusions.

SECTION 4. TERM LIFE INSURANCE

Basic Group Term Life Insurance shall be paid for by the County in accordance with the following schedule:

Appointed Directors, Assistant County Executive Officers, and Chief Assistant County Executive Officer	\$50,000
Assistant Directors, Departmental Chief Financial and Administrative Officers, and other appointed executives*	\$30,000
Managers, Confidential-Unrepresented Employees, and Unrepresented Attorneys	\$20,000

* and Legacy Managers in Unit 35

SECTION 5. FLEXIBLE SPENDING ACCOUNT PLANS

A. All employees shall be eligible to participate in the County sponsored Flexible Spending Account Plan.

The Flexible Spending Account Plan will include the following salary reduction options:

1. Pre-Tax Health Insurance Premium Option--for employees and their dependents;
2. Pre-Tax Health Care Spending Account Option;
3. Pre-Tax Dependent Care Spending Account Option;
4. Pre-Tax Life Insurance Premium Option;
5. Pre-Tax Personal Accident Insurance Program.

These options are described in detail in the Flexible Spending Plan brochure and in the Legal Plan Document and supplemental materials. All salary reduction amounts are included in base salaries for the purpose of computing retirement earnings and are subject to appropriate Internal Revenue Service regulations.

The Flexible Spending Plan may be amended in the future to revise the benefit options.

- B. Benefits selected under The Flexible Spending Plan cannot be changed during the Plan year except in cases of an eligible qualifying event consistent with the benefit change. Enrollment in the Plan shall be offered on an annual basis at the beginning of the plan year. New employees may enroll within the first thirty (30) days of employment. Continued operation of the Plan shall be subject to County administrative procedures.
- C. A Commuter Benefits Plan is available within IRS limitations; employees who contribute a minimum of \$10 monthly shall receive a County contribution of \$10 monthly.

SECTION 6. STATE DISABILITY INSURANCE (SDI)

Confidential-unrepresented (Unit 32) employees and Unrepresented attorneys (Unit 36) participate in SDI. Benefits received from SDI shall be integrated with paid leave as follows:

- A. All employees eligible for SDI benefits shall use their available sick leave credits to supplement their SDI benefits so that the sum of the SDI benefits and sick leave credits used equals 80% of their gross salary.
- B. Employees eligible for SDI benefits may apply with the State of California for approval as soon as possible following the date of their eligibility for SDI benefits. Current eligibility begins on the eighth consecutive calendar day of an extended illness or injury. An employee must apply for SDI when illness or injury causes him/her to miss work for more than twelve consecutive calendar days.
- C. When an employee has used all available sick leave credits, (s)he may use any available overtime and/or holiday credits first and vacation second to supplement their SDI benefits up to 80% of gross salary.

If during the disability period the employee reaches their Maximum Allowable Accrual for vacation, then the employee shall be allowed to use up to forty (40) hours of vacation time, prior to the use of sick leave, overtime and/or holiday credits, in order to supplement their SDI benefits up to 80% of gross salary.

- D. Employees eligible for Paid Family Leave (PFL) benefits may apply with the State of California. Employees receiving PFL benefits may integrate available sick leave credits to the extent provided in Section 12(E) of this agreement; available overtime and/or holiday credits; and vacation to

supplement their PFL benefits up to 100% of gross salary. Available overtime and/or holiday credits shall be used prior to integrating with vacation. There is no waiting period for PFL claims as of January 1, 2018.

Employees participating in this program are solely responsible for understanding the tax consequences of receiving PFL benefits.

SECTION 7. SICK LEAVE

- A. Each regular full-time or regular part-time employee shall accrue sick leave at the rate of .0463 hours for each hour in a regular pay or paid leave status, excluding overtime, call back and standby.
- B. Employees shall receive eighty (80) hours sick leave accrual upon appointment or such prorated amount for regular part-time employees. Employees entering classes covered by this Plan from union-represented County classes shall retain their current sick leave balances and shall only receive additional sick leave accrual necessary to provide a balance of eighty (80) hours sick leave.
- C. Unused sick leave shall be cumulative from year to year, with no accrual limit.
- D. Sick leave usage may not exceed each employee's accrued sick leave balance reported on the Leave Report at the end of the prior pay period immediately preceding the pay period in which the leave is taken. However, the salary of an exempt employee shall not be subject to reduction because of variations in the quantity of work performed except in accordance with Department of Labor regulations (29 C.F.R. §.541.5d).
- E. Employees may use accrued sick leave for the employee or a specified family member or "designated person" as defined in Section H below for the diagnosis, care, or treatment of an existing health condition or preventive care, or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. Except as prohibited by state law for the first three (3) days of sick leave used in a given calendar year, a Department Head, or other appropriate authority, may require evidence in the form of a physician's certificate, or otherwise, of the adequacy of the reason for any employee's absence during the time for which sick leave was requested. Under no circumstances is sick leave to be used in lieu of, in addition to, or as vacation. The Auditor may require a physician's certificate from the department in order to determine correctness of payroll records.
- F. When a member of their immediate family or "designated person" is seriously ill or injured and requires the employee's presence and

attendance, an employee may be allowed by the appointing authority to use up to one-half of the employee's annual accumulated sick leave to attend to such individual; provided that the employee has that many hours of accrued sick leave balance and that not more than six days (48 hours) per year may be allowed for the illness or injury of any one member of the employee's immediate family or "designated person". Employees in Fire shift assignments may be allowed to use up to three shifts (72 hours) of accumulated sick leave for this purpose. Subject to Department Head approval, an employee may exceed the six day (or three shift) limit to care for an immediate family member or "designated person" who has a catastrophic or life threatening illness as verified by a physician's statement.

- G. Up to a maximum of five days (40 hours) of accumulated sick leave may be granted by the appointing authority or designee to an employee for absence from duty because of any and each death in the employee's immediate family or death of a "designated person". Employees in Fire shift assignments may be allowed to use up to three shifts (72 hours) of accumulated sick leave for this purpose.
- H. For the purposes of Paragraphs E, F, and G above, "specified family member" or "immediate family" is defined as husband, wife, domestic partner, parent, stepparent, brother, sister, child, stepchild, grandparent, grandchild, and mother-in-law or father-in-law of the employee. "Designated person" means a person identified by the employee at the time the employee requests paid sick days, as defined by the Healthy Workplaces, Healthy Families Act of 2014, in Section 245.5 of the California Labor Code.
- I. An employee may, when necessary and at the discretion of their Department Head, be granted up to two hours leave with pay to make voluntary non-remunerated blood donations to non-profit blood banks in the county. Time off in excess of two hours and up to an additional two hours may be used for this purpose, but such additional time off shall be charged to accumulated sick leave. Leave for the purpose of donating blood shall not exceed five times in any one calendar year.
- J. Except upon layoff in accordance with Civil Service Rule XI, termination of County employment shall abrogate all sick leave accrued to the time of such termination, regardless of whether such person subsequently re-enters County employment or service. No payment shall be made to any employee for unused sick leave accumulated to his credit at the time of his termination from County service.
- K. Notwithstanding provisions of Paragraph J above, an employee shall have any previously-accrued and unused sick leave hours reinstated if

the employee separates from County service and is rehired as a Regular employee within one year of separation.

SECTION 8. FAMILY LEAVE

Family care leave benefits are set forth in the County's Family and Medical Care Leave Policy.

SECTION 9. VACATION

- A. For each hour in a regular pay status, excluding overtime, call back and standby, each regular full-time or regular part-time employee shall accrue vacation based on continuous County service as provided in the chart below:

Continuous County Service	Hourly/Annual Accrual	Maximum Allowable Accrual
0-2 yrs.(0-24 mo.)	.0463hrs./96hrs.	368 hrs.
3-4 yrs.(25-48 mo.)	.0616hrs./128hrs.	368 hrs.
5-10 yrs. (49-120 mo.)	.0731hrs./152hrs.	440 hrs.
11-14 yrs.(121-168 mo.)	.0847hrs./176hrs.	470 hrs.
15+ yrs.(169+ mo.)	.0962hrs./200hrs.	500 hrs.

- B. Vacation accrual may accumulate up to the Maximum Allowable Accrual provided for in the chart in Paragraph A above. Effective until June 24, 2024, maximum vacation accruals at all levels will temporarily increase by 40 hours. Effective June 24, 2024 employees whose vacation accruals exceed the levels listed in the chart above shall not accrue additional vacation hours until such time as their balances are below the accrual maximums prior to the temporary 40 hours increase took effect.
- C. For employees in Fire shift assignments who work an average fifty-six (56) hour work week, the annual accrual and maximum allowable accrual provided for in Paragraph A shall be multiplied by a factor of 1.4.
- D. Upon appointment to a Department Head, Assistant County Executive Officer, or Chief Assistant County Executive Officer position (Unit 41), an employee shall receive eighty (80) hours of vacation credit if appointed from outside Santa Barbara County government service. Upon appointment to an Assistant Department Head, Departmental Chief Financial and Administrative Officer, or other appointed executive classification (Units 42 and 62), an employee shall receive forty (40) hours of vacation credit if appointed from outside Santa Barbara County

government service. Employees may receive additional hours under the New Hire Incentive Policy not to exceed the first year's accrual. Notwithstanding the above, persons who leave County service and who are subsequently reappointed within one year of separation are not eligible for vacation credit under this provision.

- E. Employees appointed from outside Santa Barbara County government service from either a city, county (other than Santa Barbara County), special district, state or federal government agency shall receive credit for their prior years of public agency service towards their annual vacation accrual rate if that public agency experience ended within six months of the date of employment.
- F. In addition to any credit provided for in Paragraph E, above, permanent employees who separate from County service and then return may recoup their past service credit for purposes of vacation accrual under the following conditions:
- Employees may be absent from County service no more than three consecutive years; and
 - Employees must have left County service in good standing and their last two performance evaluation ratings prior to leaving County service must have been satisfactory or above.

Former service credit, in such cases, shall be combined with the new and current employment, in addition to any credit received in accordance with Paragraph E, above, in determining the employee's vacation accrual rates.

- G. Notwithstanding the provisions of Paragraphs A, B and C above, an employee absent due to a work-related injury, receiving Workers' Compensation Temporary Disability and unable to take vacation may accrue vacation above the Maximum Allowable Accrual. Following their return to work, the employee shall make every reasonable effort to promptly take vacation in excess of the Maximum Allowable Accrual.
- H.
1. An employee is not entitled to vacation credits or accrual unless or until he/she has been a regular employee for six (6) continuous months. Consequently, a person failing to complete such service receives no payment for vacation credits upon termination. Individuals appointed to executive classifications in Units 41, 42, and 62 may use the vacation credits provided in Paragraph D above, immediately upon appointment.

2. Notwithstanding subparagraph (1) above, employees who have not accrued any vacation time because they have not been regular employees for six consecutive months may use earnings code "VAC" for authorized absences that are a direct result of the COVID-19 related emergency proclaimed by the CEO on March 12, 2020, on the following conditions:
 - (a) The employee is not eligible for or has exhausted any other form of paid leave for the absence (including, but not limited to, PTL, holiday or compensatory time off); and
 - (b) Hours coded "VAC" for the absence will be deducted from, and cannot exceed, the vacation balance the employee is granted after six months of continuous employment.
 3. The provisions of paragraph (2) above may be reauthorized, after review by County Counsel and Auditor-Controller, in the event the CEO declares any subsequent emergencies or disasters that affect the County of Santa Barbara. If reauthorized, the Human Resources Director will report such action to the Board of Supervisors.
- I. No payment in lieu of vacation shall be made to any appointed employee except upon termination of employment. Terminating employees shall be paid for accumulated vacation as of the date of termination.
 - J. Vacation shall not include any regular holidays taken during a vacation period.
 - K. Employees may be required to take vacation with reasonable notice.
 - L. Vacation usage may not exceed each employee's accrued vacation balance reported on the Leave Report at the end of the prior pay period. However, the salary of an exempt employee shall not be subject to reduction because of variations in the quantity of work performed except in accordance with Department of Labor regulations (29 C.F.R. § 541.5d).

SECTION 10. HOLIDAYS

- A. Holidays regularly observed by the County of Santa Barbara for employees are:
 - New Year's Day, January 1
 - Martin Luther King Jr.'s Birthday, 3rd Monday in January
 - Washington's Birthday, 3rd Monday in February
 - Memorial Day, last Monday in May
 - Juneteenth, June 19

Independence Day, July 4
Labor Day, 1st Monday in September
Veterans Day, November 11
Thanksgiving Day, 4th Thursday in November
Thanksgiving Day Friday, the day after Thanksgiving
Christmas Day, December 25
Floating Holiday(s) (See Paragraph B below)

- B. All regular unrepresented attorneys, appointed executives and management employees in a pay status (including paid leave) for any portion of pay period one of each year shall be credited with eight (8) hours holiday leave. All regular confidential employees in a pay status (including paid leave) for any portion of pay period one of each year shall be credited with sixteen (16) hours holiday leave. Regular part-time employees shall receive a prorated equivalent. This holiday leave must be used during the payroll year and may not be accumulated from year to year. The floating holiday credit may be used in the same pay period in which it is accrued, subject to Paragraph C below.
- C. Holiday leave shall be subject to the approval and/or shall be taken at the direction of the appointing authority or designee.
- D. Each County holiday which falls on Saturday shall be observed on the preceding Friday; and, in this event, the Saturday shall not be considered as a holiday for purposes of compensation and/or time off. Each County holiday which falls on Sunday shall be observed on the following Monday; and, in this event, the Sunday shall not be considered as a holiday for purposes of compensation and/or time off.
- E. Regular employees leaving County service shall be paid all compensatory holiday time which has accrued but has not been otherwise compensated.
- F. In the following subsections reference to eight (8) hours shall apply to regular full-time employees and in the case of regular part-time employee the eight (8) hours shall be a prorated equivalent.
- G. When a holiday falls on an employee's regularly scheduled work day, the employee shall be paid eight (8) hours payment for the holiday. When a holiday falls on an employee's regularly scheduled day off, the employee shall accrue eight (8) hours of compensatory holiday time.
- H. When an employee who is overtime exempt is required to work on a holiday which falls on the employee's regularly scheduled work day, the employee shall, in addition to their regular salary for the day, accrue

compensatory holiday time on an hour for hour basis for all hours worked up to eight (8) hours.

- I. When an employee who is eligible for overtime is required to work on a holiday, the employee shall, in addition to eight (8) hours regular payment for the holiday, accrue compensatory holiday time at straight time and payment at one half time for all hours worked up to eight (8) hours.
- J. Employees who accrue holiday time are encouraged to take the compensatory time during the payroll year in which the holiday is accrued. Employees whose departments are unable to approve time off that would eliminate accruals prior to the end of a payroll year may carry over up to 24 hours of accrued holiday into the following payroll year. In no event will hours carried over remain available to employees at the end of pay period 3 each payroll year.
- K. In order to receive holiday compensation, an employee must be in paid status on the scheduled work day immediately prior to and/or after the holiday. Notwithstanding the above, neither the first day of employment nor the last day of employment may be a holiday.
- L. Holiday Compensation for Fire Shift Employees -- Each pay period in which a holiday occurs, Fire shift employees shall receive additional compensation at the rate of one-tenth of the employee's basic biweekly salary for each holiday included in that pay period irrespective of whether or not the employee actually works on any such holiday, unless the employee is excused from working a regularly scheduled shift on such holiday, which time off shall be deemed full compensation for such holiday.

SECTION 11. LEAVE DONATION

Employees shall be eligible to participate as donors and recipients in the catastrophic leave and major disaster leave donation programs, which provides a mechanism for assisting employees who have exhausted paid leave due to a serious or catastrophic illness or injury. This program allows a regular County employee to donate the monetary value of accrued vacation, holiday or overtime hours to a specific, eligible employee who has exhausted their own available leave balances. Serious or catastrophic illness or injury is defined as the employee's own adverse medical condition which requires the employee to be absent from work for more than twenty (20) consecutive work days, or a similarly debilitating illness or injury of the employee's immediate family member (as defined in Section 8, paragraph H) requiring the employee's attendance.

- A. To receive catastrophic leave donations, an employee:
- Must have been employed in a regular position for a minimum of six months; and
 - Must be absent from work due to their own catastrophic illness or injury for more than twenty consecutive work days (as verified by a physician's statement), or be absent from work in order to attend their immediate family member who has a catastrophic illness or injury (as verified by a physician's statement); and
 - Must have exhausted all earned leave balances (including sick leave [if related to the employee's own illness], vacation, overtime and holiday credits); except however, the appointing authority may approve the solicitation/acceptance of leave donations prior to all balances being exhausted, when the physician's statement and leave balances indicate the probable exhaustion of balances within two pay periods.
- B. Donated leave shall be changed to its cash value at the donor's base rate of pay and then credited to the recipient in equivalent hours of vacation at the recipient's base rate of pay.
- C. Donations:
- are voluntary;
 - are made from accrued vacation, holiday or overtime balances; donation of sick leave is not permitted;
 - must be for a minimum of eight (8) hours, in whole hour increments;
 - are irrevocable, and if any donated hours remain at the end of the recipient's catastrophic leave, they shall remain available for the sole use of the recipient; and
 - are taxable on the part of the recipient, in accordance with IRS regulations, and are subject to withholding as required by law.
- D. An employee may not donate more than eighty (80) hours to any other individual employee.
- E. The total donations received into their vacation balance by an employee shall normally not exceed 1040 hours; however, donations in excess of 1040 hours may be considered and approved by the recipient's appointing authority.
- F. Upon approval of a request for donations, the appointing authority (or designee) shall, at the employee's request, post a notice of the eligible employee's need for donations on departmental bulletin boards accessible to employees; confidential medical information shall not be included in the notice. If the eligible employee is in their original probationary period, the notice will include a statement of that fact.

- G. Donations shall be administered according to procedures established by the Auditor-Controller, and requested on a form prescribed by the Auditor-Controller. Signed approvals of the receiving and donating employees must be properly provided before a donation is processed.
- H. Donors and hours donated shall be maintained as confidential payroll information.
- I. Nothing in this section shall be construed to modify the employment relationship between the County and the receiving employee, or to restrict the County's management rights. Neither shall this section modify existing County rules, policies or agreements regarding unpaid leave of absence or family leave
- J. To receive major disaster leave donations, an employee must:
- Be a full-time or part-time regular permanent or probationary County employee;
 - Be adversely affected by a major disaster, as defined below;
 - Exhaust all accrued paid leave balances to which they are entitled (e.g., vacation/holiday/compensatory time off);
 - Submit a voluntary written request to receive leave under the Plan; and
 - Have that request approved by the employee's supervisor or Department Head and Human Resources
- K. To be eligible to donate leave during a major disaster, an employee must:
- Be a full-time or part-time regular permanent or probationary County employee;
 - Submit a voluntary written request to donate leave under the Plan; and
 - Have that request approved by the employee's supervisor or Department Head and Human Resources.
- L. For purposes of this section, a "major disaster" is one declared by the President under § 401 of the Stafford Act, 42 U.S.C. § 5170, that warrants individual assistance or individual and public assistance from the federal government under that Act. An employee is considered adversely affected if the disaster has caused severe hardship to the employee or a member of the employee's family that requires the employee to be absent from work.

SECTION 12. SALARIES

- A. All salary placement decisions will consider the skills and experience of the candidate, internal equity, budgetary constraints, and any difficulty recruiting for the position. Salary placement will be based on total cash compensation and will reflect sound business decisions and be adequate to attract the talent required to provide quality service to the community, without being excessive.
- B. Unrepresented confidential employees' and unrepresented attorneys' (Units 32, 36) compensation will follow the procedures outlined in Rule 4 of the Civil Service Rules.
- C. Management and Executive Salaries, General Rule: Base compensation of executives and managers (Units 41, 42, 43, 62, 63) will generally follow the procedures outlined in the Rule 4 of the Civil Service Rules except that:
 - 1. Executive Ranges: For executive positions without salary steps, provisions will be interpreted to refer to a similar point or percent placement within the executive's salary range.
 - 2. Sixth Salary Step: Provisions regarding movement within a salary range will be interpreted to include the additional (6th) step in management salary ranges for classified and unclassified managers and executives.
 - 3. Salary On Appointment: The Department Head may appoint new permanent classified managers (covered by civil service system) or unclassified managers and executives (exempt from civil service system) up to the third step (Step C) in the salary range. Appointment above this level requires the approval of the Human Resources Director. The County Executive Officer may appoint new or promoted employees at the Department Head level and above at any point in the applicable salary range. (Reference Civil Service Rule 406)
 - i. Executive Recruitment Pay. As a recruitment tool, the County Executive Officer, with approval of the Board of Supervisors, may offer up to an additional 10% above the top of the salary range for an initial placement in an executive position, provided, however, that the employee's salary will be Y-rated until it is within the salary range for that position.
 - 4. Merit Increases:
 - i. The County Executive Officer and Human Resources Director will establish and communicate eligibility criteria and guidelines for

performance-based merit increases.

- ii. Eligibility for a merit (performance-based) increase within the salary range will be determined by written certification from the Department Head of a performance rating of "successful" or better.
- iii. For classified and unclassified employees hired or promoted to management on or before January 2, 2024 the date of a merit increase shall be the first pay period of the fiscal year. Employees hired or promoted to management after January 2, 2024 will be eligible for a merit increase on their anniversary date as provided in Civil Service Rule 4. (Reference Civil Service Rule 409)
- iv. For Department Heads and above, who are not on salary steps, a merit increase can be between 2.5% and 7.5% within the salary range as authorized by the County Executive Officer or Board.
- v. Performance-based merit increases will be effective in the pay period in which they are approved and will not be retroactive.
- vi. Salary Upon Reclassification:
 - 1. Placement of incumbent managers and executives in the new classification structure for management positions on June 24, 2024 will be at the step or point in the new range that is at or immediately above the employees' previous base salary, inclusive of eligible merit increase, provided that the employee's resulting salary is within the salary range for the new classification, and the employee's anniversary date will remain unchanged.
 - 2. An employee whose current salary is greater than the maximum will be eligible to be Y-rated as provided in Rule 414(2) and 417, however the two-year period may be extended by the Chief Executive Officer. Employees Y-rated as a result of the June 24, 2024 classification changes will not be subject to the two-year limit on Y-rating.
- 5. Supervisory (Compaction) Differential: At the time a manager assumes ongoing and long-term supervisory responsibilities over subordinate staff in job classifications in the same general profession or occupation as the manager, and the manager meets the employment standards for the subordinate's job classification, a Department Head may request that the Human Resources Director

approve an increase in the manager's salary sufficient to create a 5% differential between the manager and the subordinate not to exceed the top of the salary range.

6. When rigid adherence to the principles of Civil Service Rule 4 or the provisions of this section would be unfair or otherwise detrimental to the best interests of the County, the County Executive Officer and Human Resources Director may approve and implement alternative salary placement, based on a documented business case, not to exceed the top of the approved salary range.
- D. General Salary Increases. The salaries for employees will be increased by the same percentage amount to mirror the across the board wage increase for the largest employee union group except as specified below. Increase(s) will be effective in the same pay period as the union group(s). These general salary increases will not be retroactive.
1. The salary ranges for the safety classifications of Deputy Fire Chief, Fire Division Chief, and Fire Battalion Chief will be increased by the same percentage as Fire Fighter's Local 2046;
 2. The salary ranges for the safety classification of Chief Deputy Probation Officer and Probation Manager will be increased by the same percentage as Probation Peace Officers Association;
 3. The single incumbent safety position of Undersheriff will be increased by the total negotiated across the board wage increase for the Sheriff's Management Association.

SECTION 13. MARKET ADJUSTMENTS

- A. Human Resources will conduct periodic market studies to ensure salary ranges for appointed executives and managers reflect the market median. While pay at or above the market median is the goal, the timing of adjustments to the median will be dependent on the County's ability to pay.
- B. Market studies will survey the following eight (8) comparator counties:
 - County of Marin
 - County of Monterey
 - County of Orange
 - County of San Luis Obispo
 - County of San Diego
 - County of Santa Cruz
 - County of Sonoma

- County of Ventura

However, for hard to fill positions, or positions requiring specialized skills such as IT, Skilled Trades, Nurse, Physicians/Psychiatrists, or Engineers, the County may utilize relevant City and/or private sector labor market data to perform compensation studies of comparable positions.

SECTION 14. EMERGENCY COMPENSATION AND OVERTIME

Emergency Compensation for Exempt Classifications

- A. The County shall determine and identify those classifications which are exempt from overtime compensation. The determination shall be in accordance with the requirements of the Fair Labor Standards Act. Classifications which have been designated as exempt shall not receive overtime, except as otherwise provided or in an emergency as provided below.
- B. Except for executives (i.e. employees in Units 41, 42, and 62), regular employees in classifications exempt from overtime compensation, and, therefore, not otherwise eligible for overtime pursuant to this resolution shall be paid additional compensation for hours worked over their regularly scheduled hours during an emergency. *These hours are cumulative for the duration of the emergency and do not reset each pay period.* Such additional compensation shall be as follows:
1. No additional compensation shall be paid for the first twelve (12) hours worked over regularly scheduled hours during the emergency;
 2. Additional compensation shall be paid at straight time for the second twelve (12) hours worked over regularly scheduled hours during the emergency; and
 3. Additional compensation shall be paid at the rate of time and one-half for all hours that exceed twenty-four (24) hours worked over regularly scheduled hours during the emergency.
 4. Hours worked shall begin to apply towards additional compensation per this Section when the criteria for the "emergency" has been met per Section C (below). In no event will compensation under this section be for hours worked prior to the criteria for the "emergency" being met.
- C. "Emergency" for the purposes of Paragraph B of this Section shall mean any of the following:

1. The proclamation of a "local emergency" by the Board of Supervisors or the County Executive Officer or designee; or
 2. The proclamation of a "state of emergency" in Santa Barbara County by the Governor and/or the President of the United States of America, and also authorized in writing by the County Executive Officer or designee for the purposes of additional compensation during emergencies; or
 3. The designation of a "limited local emergency" by the County Executive Officer or designee. "Limited local emergencies" may be designated in writing by the County Executive Officer or designee due to significant or lengthy emergency situations in Santa Barbara County, or outside the County during mutual aid responses, that require ongoing staff support.
- D. Notwithstanding Paragraph B above, Fire Department Battalion Chiefs and Division Chiefs who are assigned to a covered emergency shall be paid for all hours assigned to the incident, from the time of their initial deployment from their home base in Santa Barbara County, until the time they return to home base from the incident ("portal to portal").

Overtime for Non-Exempt Classifications

- A. Overtime for non-exempt employees shall be defined as any time worked in excess of forty (40) hours in a seven-day work period, exclusive of standby. For the purpose of computing overtime, all regular, scheduled work hours including paid leave time, except for sick leave, shall be considered time worked. Overtime shall be authorized in advance by the Department Head or designee.
- B. Overtime work is compensable at the rate of time and one-half the regular rate as computed in accordance with the Fair Labor Standards Act. Hours worked shall accrue in increments of tenths (1/10) of an hour (6 minutes), subject to a minimum of two-tenths (2/10) of an hour (12 minutes).
- C. Overtime shall be placed in a Compensatory Overtime account or paid in the pay period in which earned, at the discretion of the Department Head or designated representative. The maximum allowable balance in the Compensatory Overtime account shall be 240 hours.
- D. If an employee wishes to take compensatory time off, it shall be requested at least 48 hours in advance. Denial of a request for compensatory time off is subject to a determination by the Department Head that it would unduly disrupt the operations of the department.

Compensatory Overtime shall be used before any leave-without-pay is granted pursuant to Rule XIV of the Santa Barbara County Civil Service Rules. A direction to take off compensatory overtime by the Department Head or designated representative shall be given to the employee at least forty-eight (48) hours before the time off is to be taken.

- E. Except upon termination of employment, hours in the Compensatory Overtime account as of the last pay period ending prior to June 30 and December 31 shall be paid off based on the employee's regular hourly rate of pay in effect at the time of payment. Payments for compensatory overtime hours are taxable as lump sum payments in accordance with IRS and State Franchise Tax Board regulations and are subject to withholding as required by law. Overtime earned in the pay period in which a payoff is made shall not be included in the automatic payoff of the account balance.
- F. Part-time, non-exempt employees who work beyond their regularly scheduled work hours, but less than forty (40) hours in a seven (7) day work period, shall be paid at straight time.

SECTION 15. SPECIAL PAY PROVISIONS

The following special pay may be provided to managers in addition to base salary:

- A. CPA Allowance. Employees in the classifications of Financial Services Manager I, II, or III, County Budget Director, Assistant Auditor-Controller, Chief Deputy Controller, Chief Deputy Auditor, and departmental Chief Financial and Administrative Officers who possess a Certified Professional Accountant (CPA) or Certified Public Finance Officer (CPFO) or similar certification which is directly related to the job assignment may receive a 5% allowance for said certification. Appointed Department Heads and management professionals are ineligible to receive this allowance.
- B. Temporary Special Assignment Pay.
 - 1. In order to address limited term departmental needs outside of an employee's normal classification and job duties, including assumption of additional duties as part of an approved succession plan, a Department Head may request a temporary pay increase of 5% for up to a maximum of 12 months. Such requests must be approved by the Human Resources Director or designee in advance.
 - 2. To address the extraordinary number of additional hours worked during election cycles, one Assistant Department Head and one Regulatory Compliance Manager III in the Clerk-Recorder-Assessor's-Elections Department who are assigned over Elections may receive a temporary pay increase for up to six pay periods leading to and including the pay period of an election, and two pay periods following

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the election as follows:

- a. 15% for presidential elections,
- b. 10% for statewide/countywide elections
- c. 5% for local district elections

These temporary pay increases cannot be combined and the incumbents will receive the higher percentage increase if there are multiple elections concurrently (example: the authorized incumbents will receive 10% for a countywide election and local district election occurring at the same time)

- C. Executive Emergency Assignment Pay. The County Executive Officer (CEO) may grant up to 5% base pay for the time period worked not to exceed \$10,000 gross for an Appointed Executive who has engaged in extraordinary and prolonged duties as a result of a declared natural disaster as defined by Section 14(C) of this document and who is not eligible for Additional Compensation under Section 14 of this Plan. A recipient must be in good standing and must have engaged in said activity above and beyond normal and customary duties for a period greater than four (4) months. An Appointed Executive may only be a recipient one time in any 12-month period and not subject to receiving overtime compensation for this declared natural disaster.

SECTION 16. ADMINISTRATIVE LEAVE

Unrepresented confidential employees and unrepresented attorneys (Units 32 and 36) in classifications exempt from overtime compensation are eligible for administrative leave in accordance with the following provisions:

- A. Purpose. Salaried employees are compensated for meeting the requirements and performing the duties of their job regardless of the number or scheduling of hours worked. Such employees may be required periodically or routinely to work long or irregular hours, and to attend various meetings and functions outside of normal "business hours" to fulfill their responsibilities.

Due to standards of public accountability and the resulting need for all employees to account for all time for which they are compensated, the County has created a vehicle to record paid time off not charged to accrued leave balances when a salaried employee occasionally works less than their regular schedule. This paid time off is called administrative leave. The purpose of administrative leave is to provide a process for authorized leave time to record amounts to be paid to salaried employees when their pay period total regular hours plus any use of vacation, holiday or sick leave is less than their normal full-time schedule (80 hours or 112 hours for employees in shift assignments).

- B. Approval Required. Salaried employees do not have a right to administrative leave. This leave is not an entitlement, it is not related to hours worked, nor is it subject to accrual or payment for unused leave.

Use of administrative leave is restricted to instances where there is a sound business justification as approved by an employee's Department Head. An employee's use of administrative leave shall not exceed 80 hours or 112 hours for employees in shift assignments per employee per payroll year.

SECTION 17. MANAGEMENT LEAVE

- A. Management and executive employees who are exempt from overtime shall be credited with annual Management Leave as specified below (prorated for part-time employees).

- i. Executives (units 41, 42 and 62) appointed before pay period one of the payroll year shall receive 80 hours
- ii. Other managers (units 35, 43 and 63) appointed before pay period one of the payroll year shall receive 40 hours*

The amount of Management Leave for employee hired on or after pay period one shall be prorated and rounded up to the nearest whole hour for the remaining pay periods of the payroll year.

*Managers on 112-hour biweekly shift assignments shall receive the corresponding equivalent number of Management Leave hours as is provided to those on 80-hour biweekly work schedules (i.e., 56 hours, prorated)

- B. Such leave is provided in recognition of the fact that management employees routinely work long or irregular hours, and to attend various meetings and functions outside of normal "business hours," to fulfill their responsibilities. The County Executive Officer may grant up to a maximum of forty (40) additional hours of Management Leave upon written request of the Department Head to an appointed executive or management employee in the payroll year.

- C. Management Leave is scheduled like vacation. These Management Leave hours must be used during the payroll year and may not be accumulated from year to year. Upon separation, an appointed executive or manager will not be entitled to any payout of unused Management Leave hours.

- D. Managers and appointed executives appointed on or before June 24, 2024 will receive a prorated amount of Management Leave hours up to a maximum of 20 hours for managers (units 35, 43 and 63) and 40 hours for appointed executives (units 41, 42, 62), these leave hours will be available for use through the end of Pay Period 2024-26 which ends on December 8, 2024).

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Deleted: months of the calendar year starting with the first month following the date of hire or promotion

Deleted: Example: An employee with a January 15 start date would receive prorated Management Leave for February through December. An executive in this example would receive 80 hours x (11/12) months = 74 hours. A manager would receive 40 hours x (11/12) = 37 hours¶

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SECTION 18. LEAVE EXTENDING SEPARATION DATE

An employee's discretionary leave bank balances (vacation, holiday, management and administrative leave) may not be used to extend an employee's separation date more than three weeks past the last day of actual work. Any exception requires the approval of the County Executive Officer.

SECTION 19. RETIREMENT

- A. The County offers the following retirement plans:
1. General Member Employees Hired Before October 10, 1994
Contributory Retirement Plan 5A/Half-Rates
 2. General member Employees (except Unit 32) Hired On or After October 10, 1994
Contributory Retirement Plan 5B/Full-Rates
 3. General Member Confidential Unrepresented Employees (Unit 32) Hired On or After October 10, 1994
Contributory Retirement Plan 5C/Half-Rates
 4. General Member Employees Hired on June 25, 2012 through December 31, 2012
Contributory Retirement Plan 7/Half-Rates
 5. Non-Reciprocal General Member Employees Hired On or After January 1, 2013
Contributory Retirement Plan 8/Full-Rates
 6. Safety Member Employees Hired Before October 10, 1994
Contributory Retirement Plans
 - a. Fire Employees: Safety Plan 4A/Half Rates
 - b. Probation Employees: Safety Plan 4B/Full Rates
 - c. Sheriff/Undersheriff: Safety Plan 6A/Half Rates
 7. Safety Member Employees Hired On or After October 10, 1994 through December 31, 2012
Contributory Retirement Plans
 - a. Fire Employees: Safety Plan 4 C/Half Rates
 - b. Probation Employees: Safety Plan 4B/Full Rates
 - c. Sheriff/Undersheriff: Safety Plan 6B/ Half Rates
 8. Non-Reciprocal Safety Employees First Hired On or After January

1, 2013

Contributory Retirement Plan8/Full-Rates

- B. The County may adjust the employee contribution rates to the Retirement System when such adjustments are based on an Actuary Report, recommended by the Retirement Board and approved by the Board of Supervisors. The effective dates of rate adjustments shall be in accordance with the applicable provisions of the County Employees Retirement Law of 1937.
- C. Effective Pay Period 08-2020 (March 23, 2020), "Classic /Legacy" employees in Unit 36 began contributing a total of 2.0% of their pensionable income as a partial replacement of the mandatory employer contribution.

Effective in Pay Period 15-2020 (June 29, 2020), "Classic/Legacy" employees in Unit 32 and Unit 36 began contributing a total of 2.5% of their pensionable income as a partial replacement of the mandatory employer contribution.

Effective in Pay Period 15-2020 (June 29, 2020), "Classic/Legacy" non-safety management employees in Units 35, 41, including the CEO, 42, and 43 began contributing a total of 2.49% of their pensionable income as a partial replacement of the mandatory employer contribution. Employees in the classification of Fire Chief and in all Probation safety management classifications in "Classic/Legacy" retirement plans began contributing a total of 2.49% of their pensionable income as a partial replacement of the mandatory employer contribution.

Effective in Pay Period 15-2021 (June 28, 2021), employees in in Units 62 and 63 (safety management classifications in the Fire Department, except for the Fire Chief, and in the classification of Undersheriff), in "Classic/Legacy" retirement plans began to contribute a total of 6.0% of their pensionable income as a partial replacement of the mandatory employer contribution.

These payments are credited to the employee's account and designated "employee contributions" for purposes of Government Code section 31631(b). To enable employees to make these contributions with "pre-tax dollars," the County deems the contributions "picked up" pursuant to Internal Revenue Code section 414(h), Government Code section 31581.2, and Santa Barbara County Resolution 02-281.

- D. Employees hired on or after June 25, 2012 in non-safety (General Member) retirement plans, and employees hired on or after May 18, 2020 in safety retirement plans, are not eligible for the retiree medical subsidies provided to safety and non-safety employees hired prior to those respective dates.

SECTION 20. 401(a) DISCRETIONARY SUPPLEMENTAL DEFFERED COMPENSATION PLAN

For management employees in Unit 43, Unit 63, and unrepresented attorneys in Unit 36, the County shall contribute 0.24% of the employee's base salary each pay period into a 401 (a) deferred compensation plan for the benefit of the employee. All employer contributions shall be immediately vested to the employee. Employees are responsible for the investment of assets in their individual account among the investment choices available and offered by the Plan Administrator. If an employee fails to direct any specific investment choice, the assets in their individual account will automatically be invested in the Plan Administrator's "general account." Specifics of the 401 (a) Plan are contained in the Plan Document.

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SECTION 21. BILINGUAL ALLOWANCE

Employees whose duty assignments require regular and frequent use of bilingual language skills in Spanish and English, shall be eligible to receive a bilingual allowance upon designation by the Department Head in writing to the Human Resources Director. The bilingual allowance shall be prorated for part-time employees.

As used in this section, the phrase "regular and frequent use" means at least once each working day, or at least five times each work week. Payment for the bilingual language skill is restricted to the actual needs of the position. An employee's ability to read, write, or speak Spanish, occasional or incidental use of language skills in Spanish or the use of bilingual language skills other than for the purpose of meeting the requirements of the job shall not warrant a bilingual allowance.

The bilingual allowance is \$95.00 per pay period.

SECTION 22. PROFESSIONAL LICENSE FEES

Employees shall be reimbursed for professional license fees (e.g., State Bar dues, physician and surgeon certificates, professional civil engineer

registration, etc.), excluding any portion designated for political purposes, under the following conditions:

1. Possession of the license or certificate must be an ongoing requirement of the position;
2. If the employee leaves County employment during the licensing period, the County's contribution shall be pro-rated (i.e., if fees have been paid in advance by the County, the employee shall be required to reimburse the County for the pro-rated portion of the fees through a reduction in the employee's final pay check).

Payments for part-time employees will be pro-rated based on their percentage of full-time employment.

SECTION 23. TUITION AND TEXTBOOK REIMBURSEMENT

To the extent funding is available, management and confidential-unrepresented employees (except for executives in Unit 41, 42, and 62) shall be eligible for tuition and textbook reimbursement up to a maximum of \$1,500 per fiscal year and in accordance with administrative regulations governing this program. Tuition reimbursement for regular, part-time employees shall be prorated based on their part-time percentage.

The County shall provide reimbursement to a maximum of \$750.00 per fiscal year to each attorney in Unit 36 for professional training and/or professional books, periodicals, subscriptions or computer software.

SECTION 24. VEHICLE ALLOWANCES

Employees who, when authorized by their department, use their personal vehicle for County business shall be reimbursed for each mile driven on County business. Said reimbursement shall be at the amount per mile exempted by the Internal Revenue Service for reporting of income.

Appointed Department Heads, Assistant Department Heads, and other appointed executives in Unit 41, 42, and 62 as well as Board of Supervisor Chiefs of Staff and employees in Unit 35 receive a bi-weekly vehicle allowance. Management employees with an assigned vehicle and vehicle allowance are subject to a bi-weekly deduction.

Mileage Reimbursement Rates, Vehicle Allowances and Vehicle Deductions are set and adjusted annually by the Auditor-Controller in accordance with Resolution 01-151 and any successor resolutions.

SECTION 25. TRANSPORTATION DEMAND MANAGEMENT (TDM)

Employees shall be eligible to participate in the County's TDM program and receive related benefits including the Alternative Commute Incentive.

SECTION 26. AUTOMATIC PAYROLL DEPOSIT

All employees shall participate in the County's automatic payroll deposit program. Participation shall mean the employee's execution of a payroll authorization form and submission of a voided check or savings deposit slip to the Auditor's office. It shall be the employee's choice as to which bank he/she designates as the institution receiving the payroll funds.

When the authorization form is properly executed and filed with the Auditor, the County shall automatically deposit in the employee's designated bank account the net amount of pay each designated bi-weekly payday.

SECTION 27. FIRE SAFETY MANAGERS PROFESSIONAL DEVELOPMENT AND ORGANIZATIONAL INCENTIVE

Employees in the safety classifications of Deputy Fire Chief, Fire Division Chief, and Fire Battalion Chief are eligible for post-secondary education and vocational education compensation, up to 12% of pay as follows:

- 1% to 5% for post-secondary education as follows:
 - o 1% for an Associate of Arts/Science; or
 - o 3% for a Bachelor of Arts/Science; or
 - o 5% for a Master of Arts/Science

- A maximum of 7% as follows for:
 - o 4% for an EMT certification
 - o 3% for Chief Officer Certification
 - o 3% for Incident Commander/Section Chief Qualification
 - o 3% for National Fire Academy Executive Fire Officer

SECTION 28. AGRICULTURAL COMMISSION LICENSING INCENTIVE

The County shall provide a pay incentive of two and one-half percent (2.5%) to employees in the classifications of Regulatory Compliance Manager I, II, or III who are assigned to work as Deputy Agricultural Commissioner, Deputy Sealer or Compliance Coordinator for possession and maintenance of either an Agricultural Commissioner License or a Sealer of Weights and Measures License. This incentive pay is limited to two and one-half percent per person

(2.5%). If any of the licenses are allowed to lapse, the special pay practice will cease until such time as the employee completes the necessary steps to regain the license.

SECTION 29. ADMINISTRATION OF BENEFITS

The County Executive Officer, the Auditor-Controller, and the Human Resources Director are hereby directed to provide the necessary administrative procedures to implement the above provisions of this Resolution.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara,
State of California, this _____day of _____2024 by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

ATTEST:

MONA MIYASATO
COUNTY EXECUTIVE OFFICER
CLERK OF THE BOARD

By: _____
Deputy

By: _____
STEVE LAVAGNINO, CHAIR
BOARD OF SUPERVISORS

APPROVED AS TO FORM:
RACHEL VAN MULLEM
COUNTY COUNSEL

APPROVED AS TO
ACCOUNTING FORM:
BETSY M. SCHAFFER, CPA
AUDITOR-CONROLLER

By: _____
Deputy County Counsel

By: _____
Deputy Auditor-Controller