

SECTION V

UNREPRESENTED MANAGEMENT BENEFITS

- Management Group I = Appointed and elected officials in salary bands.
- Management Group II = Middle management (all other management not in Group I or III).
- Confidential Management Group III = All Executive Secretary positions Safety Technician I/II
 (non-exempt) Deputy Clerk to B.O.S. I/II Secretary to C.A.O.
 Payroll Specialist Secretary to County Counsel
 Personnel Assistant I/II/III Secretary to District Attorney
 Personnel Technician I/II Secretary
 Risk Assistant I/II Supervising Legal Secretary
 Risk Technician I/II

VACATION

1. An eligible management employee may accrue vacation at the appropriate rate applicable to the employees length of service (2080 hours of actual service as defined in the County Personnel rules equals one year) as follows:

<u>Service Hours</u>	<u>Hours (days) Earned (based on hrs)</u>	<u>Rate (based on hours)</u>
0 - 10,400	96 (12 days)	.046154
10,401 - 20,800	120 (15 days)	.057693
20,801 - 31,200	140 (17.5 days)	.067308
31,201 +	160 (20 days)	.076924

2. An eligible management employee may accrue vacation at the appropriate rate applicable to the employee's length of service (as set forth above) until the employee reaches one of the following accrued hours of vacation limits:

<u>Hours (days) Earned (based on hrs)</u>	<u>Maximum Vacation Accumulation Limits</u>
96 (12 days)	192 hours
120 (15 days)	240 hours
140 (17.5 days)	280 hours
160 (20 days)	320 hours

Once the appropriate accumulation limit has been reached, the employee shall cease to earn additional vacation until the employee's accumulated vacation balance falls below the limits listed above.

3. Effective July 1, 2014, management employees in Group I & II will be granted 64 hours of additional vacation time as management leave in the first full pay period of each fiscal year (or pro-rated upon hire date). These hours are a separate leave benefit and not counted against the maximum vacation accrual established based on length of service. Employees may, at their option, sell back up to 48 of the 64 hours of management leave each fiscal year at their hourly rate of pay. This leave will be tracked separately from the regular vacation accrual and is not intended to carry over from year to year. If this time is not used by the end of the fiscal year (see note), up to 48 hours of the remaining balance will be automatically cashed out to the employee. Any sale of management vacation hours will be deducted only from the management vacation leave balance. The remaining 16 hours of leave can not be cashed out and must be taken as time off only. If any hours remain at the end of the fiscal year after 48 hours are cashed out, the remaining hours will carry over to the new fiscal year (see note). However, the hours granted for the new fiscal year shall be reduced by the number of hours equal to those carried over.
 - a) All management attorneys in the District Attorney's Office, Child Support, Minors Advocate, and County Counsel will be granted 80 hours additional management leave in the first full pay period of each fiscal year (or pro-rated upon hire date) which will not carry over and may be cashed out in full.
 - b) Management employees in Group III will be granted 40 hours of vacation time in the first full pay period of each fiscal year (or pro-rated upon hire date). All other terms described above apply.

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- 4. All Management employees may, at their option, sell back an additional 8 hours of accrued regular vacation each fiscal year, (see note) at their hourly rate of pay, to be contributed directly to the employee’s deferred compensation account.
- 5. Upon the recommendation of the Human Resources Director, the County Administrative Officer may authorize a vacation accrual rate for management positions hired from outside the county at an amount equivalent to what their accrual would be if their service time with other public agencies was earned in Kings County. Additionally, when this advanced accrual rate is authorized at the time of hire, the prior public service time will be used for calculating future adjustments to the accrual rate as if the time was earned with Kings County.

Note: 1) For purposes of payroll processing of vacation hour sell backs described above, the end of the fiscal year is defined as the last day of pay period 13 in any year. 2) Management leave is not available for use during pay period 14. 3) Provisions regarding vacation do not apply to elected officials.

HEALTH/DENTAL/OPTICAL PLAN PREMIUM CONTRIBUTION

Employees who elect to use a Health Plan offered by the County must continue to participate in the Dental and Optical plans and must remain in that plan until the open enrollment period of the plan. Employees electing to pre-tax their insurance will not be allowed to drop insurance coverage except at open enrollment unless the employee has a qualifying status change.

Effective July 1, 2016, the County contribution (per month based on 24 pay periods) to the health/dental/optical insurance premium will be as follows:

PPO Plan	
Health/Dental/Vision	
<u>Plan Level</u>	<u>County Share</u>
Single	\$569.84
Two-Party	\$1,037.48
Family	\$1,561.14

The County shall pay 100% of the health insurance premium (including the medical, dental and vision plans) for the health plan offered by the County for each management employee and their eligible family members, based on their enrollment in such health plan. Employees promoting into or demoting out of management classifications after open enrollment will be treated as a “status” change and may enter or leave the plan, or modify the number of dependents covered.

DEFERRED COMPENSATION

Effective January 1, 2014, for every three dollars contributed to the County contracted deferred compensation programs by management employees, the County shall contribute one dollar to the employee’s account, up to a maximum of twenty five hundred dollars \$2,500 per calendar year.

RETIREMENT/PERS SERVICE CREDIT

The County contracts with the Public Employee Retirement System (PERS) for this benefit and pays the employee contribution for members of the Board of Supervisors only. All management employees pay the total Miscellaneous or Safety PERS employee contribution depending on their classification and status within PERS (Classic or “new member” – see below). Effective April 4, 2011, all non-fire law enforcement managers also pay 4% of the PERS employer contribution (with the exception of the current Sheriff-Coroner whose compensation cannot be reduced during the term of office).

Miscellaneous Non-Safety Management

1. New Members –Employees hired on or after January 1, 2013 and designated as “new members” to CalPERS are eligible for the PERS 2% at 62 Miscellaneous Plan pursuant to AB 340/SB197 (Pension Reform Act 2013). These employees pay the entire employee contribution rate reviewed and set annually by CalPERS, currently 6.25% of salary. Such payment shall vest to the employee.
2. Classic Members – Employees hired prior to January 1, 2013, or those hired on or after that date that are not designated as “new members” to CalPERS by the Pension Reform Act of 2013, are eligible for the 2% at 55 Miscellaneous Plan. These employees pay the entire employee contribution of 7.0% of salary. Such payment shall vest to the employee.
 - a) The 2% at 55 Plan has been modified to also include the following optional benefits: One-Year Final Compensation and Military Service Credit.
 - b) The Miscellaneous Plan has also been modified for employees to have, at their option, the ability to apply to PERS for retirement service credit for their unused sick leave balance. However, the County limits the use of this provision to employees who have not cashed out their sick leave or opted for the Retiree Health benefit.

Safety Management

1. New Members – Employees hired on or after January 1, 2013 and designated as “new members” to CalPERS are eligible for the PERS 2.7% at 57 Safety Plan pursuant to AB 340/SB197 (Pension Reform Act of 2013). These employees pay the entire employee contribution rate reviewed and set annually by CalPERS, currently 10.75% of salary. Such payment shall vest to the employee.
2. Classic Members – Employees hired prior to January 1, 2013, or those hired on or after that date that are not designated as “new members” to CalPERS by the Pension Reform Act of 2013, are eligible for the 3% at 55 Safety Plan, which became effective 4/1/02. These employees pay the entire 9% of salary PERS employee contribution. Such payment shall vest to the employee.
 - a) The 3% at 55 Plan has been modified to also include the following optional benefits: One-Year Final Compensation and Military Service Credit.

Elected Officials

Pursuant to State Law local elected officials have the option of declining participation in the Public Employees Retirement System. An amount equal to the Employee’s share of retirement may, if an elected officer declines participation in PERS, be applied toward the County Sponsored deferred compensation plan in lieu of the PERS contribution. The County match amount for this benefit shall not exceed the match provided to management employees described above.

TERM LIFE/ACCIDENT INSURANCE

Term life/accident insurance (with an option for portability when leaving County service in good standing) is provided for management employees as follows:

Management Group I	\$ 50,000
Management Group II/III	\$ 40,000

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LONG TERM DISABILITY INSURANCE

Long Term Disability (LTD) Insurance is provided to all management employees.

SICK LEAVE ACCRUAL

- a. All regular full-time and regular part-time management employees hired prior to January 1, 1999, shall be entitled to point zero-four-six-one-five-four (.046154) hours of sick leave with pay for each hour of the actual hours of regular employment.
- b. All regular full-time and regular part-time management employees hired January 1, 1999 or thereafter will accrue sick leave as follows:

<u>Service Hours</u>	<u>Hours Earned</u>	<u>Sick leave earned at the rate of (based on hours worked)</u>
0 - 10,400	80 (10 days)	.038462
10,401 - 20,800	88 (11 days)	.042308
20,801 +	96 (12 days)	.046154

Note: Provisions regarding sick leave do not apply to elected officials.

UNUSED SICK LEAVE PAYOFF/POST RETIREMENT HEALTH INSURANCE

- a) Management employees hired January 1, 1999 or later, who retire in good standing from PERS at the time of their separation from Kings County employment (or in the event of death of an employee, were eligible to retire) will receive a percentage of the dollar value of accrued sick put into an "account" to be used toward all or part of the total premium for Kings County health insurance until the employee, and/or spouse or dependent if covered, is no longer eligible, (by age and within COBRA guidelines if applicable) for the County health insurance program, or the money runs out, whichever is first. Pursuant to existing practice the balance does not accrue interest. If a balance remains at the time the employee, and/or spouse or eligible dependent can no longer participate in the County health insurance, this amount can be applied toward a Medicare Part B plan or Medicare supplement, or PERS Long Term Care plan. Participation in the County health Insurance program is not required for the employee, and/or spouse or eligible dependent to direct all or part of the funds in this account to a Medicare Part B or PERS Long Term Care plan premium. The retiree health benefit percentage shall be as follows:

<u>Service Hours</u>	<u>Percent of compensation (based on hours)</u>
10,401 - 41,600	40%
41,601 and over	50%

To qualify for the retiree health benefit the employee and any eligible dependents to be covered must be enrolled in the County's existing health benefit plan at the time of the employee's separation from County service and the employee must be eligible to retire on a service retirement at the time of separation. However, the employee or eligible dependent may defer use of this benefit if otherwise covered on the County health plan at retirement. Health benefit payments may be used toward coverage for the employee's dependents only as long as the dependent(s) is eligible for coverage under the plan, and, in the case of children, only to the age permitted under the plan contract as dependent children. In all other instances, any balance in account remains property of County.

- b) Management employees hired prior to January 1, 1999 who separate in good standing shall be allowed a one time irrevocable election to decide whether to receive the post retirement health insurance benefit or cash as follows:

<u>Service Hours</u>	<u>Percent of Compensation (based on hrs)</u>	<u>OR</u>	<u>Percent of compensation (based on hrs)</u>
	<u>Cash</u>		<u>Retiree Health Benefit</u>
10,401 - 41,600	25%		40%
41,601 and over	30%		50%

To qualify for the retiree health benefit (non-cash) benefit the employee and any eligible dependents to be covered must be enrolled in the County's existing health benefit plan at the time of the employee's retirement (or in the case of death of an employee, eligible to retire) from County service. However, the employee or eligible dependent may defer use of this benefit if otherwise covered on the County health plan at retirement. Pursuant to existing practice the balance does not accrue interest. Decision to accept cash or the retiree health benefit option must be made in writing to the Department of Finance not later than 14 days after retirement. In the event of death of an employee eligible to retire (while still employed in good standing), the qualifying eligible dependent(s) shall make a determination of either cash or the retiree health benefit option within 30 days of the death of the employee.

If employee (or in the event of death, eligible dependent) elects the cash option, the employee will receive the benefit if the employee separates in good standing as a result of resignation, layoff, retirement or death.

To qualify for the retiree health benefit the employee and any eligible dependents to be covered must be enrolled in the County's existing health benefit plan at the time of the employee's separation in good standing from County service and the employee must be eligible to retire on a service retirement at the time of separation. If employee elects the retiree health benefit option, the County will pay all or part of the total health insurance premium until the employee, and/or spouse or dependent if covered, is no longer eligible (by age or within COBRA guidelines if applicable) for the County health insurance program or the money runs out, whichever is first. Retiree health benefit payments may be used toward coverage for the employee's dependents only as long as the dependent(s) is eligible for coverage under the plan; and, in the case of children, only to the age permitted under the plan contract as dependent children. If a balance remains at the time the employee, and/or spouse or eligible dependent can no longer participate in the County health insurance, this amount can be applied toward a Medicare Part B plan or Medicare supplement, or PERS Long Term Care plan. Participation in the County health Insurance program is not required for the employee, and/or spouse or eligible dependent to direct all or part of the funds in this account to a Medicare Part B or PERS Long Term Care plan premium.

Taxes will be paid by the employee on the full cash distribution, or the portion of the deposit into the account that could have been taken in cash. Additionally, the cash benefit is taxable in the year the cash is received. In all other instances, any balance in account remains property of County.

ELECTED OFFICIALS - POST RETIREMENT HEALTH INSURANCE

Kings County elected Officials may be eligible for a Post Retirement Health Benefit upon retiring from the County. All the criteria shall apply as for management post retirement health insurance generally except that: An elected official is eligible for the post retirement health insurance benefit described below if that elected official: 1) serves at least five (5) consecutive years in office without break in service between the five years served and the date of departure from elected office; and 2) either simultaneously retires from PERS at the end of such service (or is at that time already retired from PERS). The benefit is calculated by multiplying the hourly rate at the time of eligibility, by the number of consecutive years in office, and then multiplying the result by one half of the annual sick leave benefit provided to management employees at the time of eligibility. The official may defer use of this benefit if otherwise covered on the County health plan at the time of eligibility so long as there is no break in coverage during the deferral period. Pursuant to existing practice the balance does not accrue interest. *(Note: the change in the formula will go in to effect at the start of each sitting elected's next consecutive term in office and at the time of filing candidacy papers for any new candidate who is subsequently elected.* Any previously earned benefit will be calculated and recorded by the Finance Department.

If a balance remains at the time the elected, and/or his/her spouse or eligible dependent no longer participates in the County health insurance, this amount can be applied toward a Medicare Part B plan or

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Medicare supplement, or PERS Long Term Care plan. Participation in the County health insurance program is not required for the elected, and/or spouse or eligible dependent to direct all or part of the funds in this account to a Medicare Part B or PERS Long Term Care plan premium. In all other instances, any balance on account remains property of County.

P.O.S.T. EDUCATION INCENTIVE PAY

1. Employees in the classifications of Assistant Chief DA Investigator, Assistant Sheriff, Sheriff's Commander, Detentions Commander and Chief District Attorney Investigator who possess a valid P.O.S.T. Management Certificate shall be entitled to receive compensation in the amount of \$200.00 per month (\$92.31 per pay period). Employees must submit certification to the appropriate department head prior to payment authorization. Employees receiving compensation for P.O.S.T. Management Certification shall not be entitled to compensation for other P.O.S.T. certification.
2. Employees in the above indicated classifications possessing valid, current P.O.S.T. Supervisory Certification shall be entitled to receive compensation in the amount of \$150.00 per month (\$69.23 per pay period). Eligible employees must submit appropriate certification to the department prior to payment authorization. Employees receiving compensation for P.O.S.T. Supervisory Certification shall not be entitled to compensation for other P.O.S.T. certification.
3. Employees in the above indicated classifications possessing valid, current P.O.S.T. Advanced Certification shall be entitled to receive compensation in the amount of \$125.00 per month (\$57.69 per pay period). Eligible employees must submit appropriate certification to the department head prior to payment authorization. Employees receiving compensation for P.O.S.T. Advanced Certification shall not be entitled to compensation for other P.O.S.T. certification.
4. Employees in the above indicated classifications possessing valid, current P.O.S.T. Intermediate Certification shall be entitled to receive compensation in the amount of \$100.00 per month (\$46.15 per pay period). Eligible employees must submit appropriate certification to the department head prior to payment authorization. Employees receiving compensation for P.O.S.T. Intermediate Certification shall not be entitled to compensation for other P.O.S.T. certification.

Battalion Chief Stipend

The intent for the Battalion Chief Stipend is to provide a method of compensation when Battalion Chiefs are assigned to work extra shifts outside their regular assigned working hours. Based on an estimate of anticipated vacation, training time and possible sick leave use for the three field Battalion Chiefs, it is necessary to provide additional field coverage for up to 52 shifts or partial shifts annually. The Battalion Chief Stipend applies to all assigned Battalion Chiefs in the Operations, Fire Prevention and Training Divisions.

The stipend rates are as followed:

<u>Stipend</u>	<u>Hours</u>
\$900	Full Shift - 24 hours
\$450	Partial Shift – 12 to 24 hours

*Coverage of less than 12 hours will not be compensated. This time is compensated through Management Leave.

While the Administrative Battalion Chief assigned to Fire Prevention/Training activity would also be eligible for the stipend if he/she covers for an Operation Battalion, this stipend will not apply for coverage of the Fire Prevention/ Training Battalion Chief's absences.

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Battalion Chief Holiday-in-Lieu

All Shift (56 Hour work week) Fire Battalion Chiefs shall receive Holiday-in-Lieu. Holiday-in-Lieu time will be recorded and paid as 24 hours of "Holiday-in-Lieu" for each whole holiday and 12 hours for each half-day holiday. If a Shift Battalion Chief is required to work on a holiday, no other day off will be traded or exchanged for the schedule day.

All Administrative (40 hour work week - Fire Prevention/ Training) Battalion Chiefs shall receive 8 hours Holiday Pay and will receive an additional 16 hours Holiday-in-Lieu for each whole holiday. On ½ day holidays, Administrative Battalion Chiefs will receive 4 hours of Holiday Pay with no additional compensation of Holiday-in-lieu.

UNIFORM ALLOWANCE

The management employees classifications listed below shall be entitled to receive a uniform allowance which will automatically be adjusted to the same amount as the bargaining unit employees they supervise, currently:

Assistant Chief DA Investigator	\$550
Assistant Fire Chief *	\$600
Assistant Sheriff	\$850
Battalion Chief *	\$600
Chief District Attorney Investigator	\$550
Chief Probation Officer	\$550
Deputy Chief Probation Officer	\$550
Detentions Commander	\$850
Detentions Lieutenant	\$850
Emergency Communications Manager	\$275
Emergency Services Coordinator	\$250
Executive Secretary (Fire only)	\$250
Fire Chief *	\$600
Food Services Manager	\$275
Juvenile Corrections Captain	\$550
Probation Division Manager	\$550
Sheriff	\$850
Sheriff's Commander	\$850
Sheriff's Records Manager	\$275

* These employees participate in the uniform quartermaster system and this amount is deposited in the department's line item on their behalf.

1. All employees required to wear a uniform by the County shall receive a uniform allowance paid directly to the employee. Only the initial uniform allowance paid to employees shall be paid in a lump sum. New employees shall receive their initial allowance in the first full pay period following the date of employment. Employees who voluntarily terminate within the first 90 days after receiving their initial allowance shall be required to reimburse the County for one-half of their initial allowance. Those who voluntarily terminate during the second 90 days after receiving their initial allowance will be required to reimburse the County for one-quarter of the allowance.
2. Eligible employees who are on the regular County payroll in paid status shall receive the annual uniform allowance as follows: Employees will be paid 1/26 of the annual allowance each pay period in paid status. The uniform allowance shall not be paid for any pay period the employee is in unpaid status the entire pay period.
3. For employees hired on or after January 1, 2013 and designated as "new members" to CalPERS, any uniform allowance will not be subject to PERS pursuant to AB 340/SB197 (Pension Reform Act of 2013).

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BILINGUAL PAY

Upon the written request of a department head explaining the business necessity, the County Administrative Officer may approve bilingual pay for a management employee in the amount of \$25 per pay period when use of their bilingual skills is determined to be an essential service need. Bilingual pay shall be terminated, and a new request for bilingual compensation may be submitted, if the employee is demoted, promoted, transferred or reassigned. The decision of the County Administrative Officer regarding the granting and termination of bilingual payment shall be final and shall not be subject to appeal or grievance procedures. Employees receiving bilingual pay may be required to use their bilingual ability to assist other departments within the County. When a part-time employee is assigned bilingual duties, the bilingual pay shall be prorated. Employees who translate for more than one language are not eligible to receive additional bilingual compensation for the additional language(s).

LEGAL SPECIALIST CERTIFICATION PAY

Employees who are hired at or promoted to the classifications such as Supervising Attorney or Deputy County Counsel III or IV are eligible for additional compensation as outlined below once they have acquired and maintain a State Bar of California-approved Legal Specialist Certification as a Family Law Specialist or Child Welfare Law Specialist. Certification in any other legal specialties will not be considered qualifying for Legal Specialist Certification pay.

<u>\$150 per month</u> Deputy County Counsel III	<u>\$200 per month</u> Deputy County Counsel IV Supervising Attorney Supervising Attorney – Child Adv. Supervising Attorney – Child Sup.
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Eligible employees must present proof of certification in order to qualify for Legal Specialist Certification Pay. Proof of re-certification must be presented at the end of each subsequent certification period in order to continue to qualify for certification pay.

PUBLIC HEALTH DEPARTMENT PROFESSIONAL LICENSES

The County will pay for the professional license fees for unrepresented management employees in the following classifications (which will be monitored by the Public Health Department):

Deputy Health Director, Environmental Health	\$175 every 2 years
Deputy Health Director, Nursing & Comm. Svc.	\$140 every 2 years
Nutrition Services Manager	\$50 annually
Supervising Environmental Health Officer	\$175 every 2 years
Supervising Public Health Nurse	\$140 every 2 years