

**AN ORDINANCE AMENDING
THE COMPENSATION ORDINANCE**

STRIKEOUT VERSION

ORDINANCE NO. _____ (NEW SERIES)

**AN ORDINANCE AMENDING THE COMPENSATION ORDINANCE
AND ESTABLISHING COMPENSATION**

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for job codes/classifications designated DI and DM as follows:

Wages:

Fiscal Year 2023-2024:	5% wage increase effective June 30, 2023
Fiscal Year 2024-2025:	2.75% wage increase effective June 28, 2024
Fiscal Year 2025-2026:	2.75% wage increase effective June 27, 2025

Equity:

Fiscal Year 2023-2024:	1.5% equity increase effective June 30, 2023
Fiscal Year 2024-2025:	1.5% equity increase effective June 28, 2024
Fiscal Year 2025-2026:	1.5% equity increase effective June 27, 2025

Section 2. Appendix One of the Compensation Ordinance is hereby amended by amending compensation for job codes/classifications listed as follows:

Senior Electrician, 005923:

Fiscal Year 2022-2023:	5.15% equity increase effective June 16, 2023
Fiscal Year 2023-2024:	5.15% equity increase effective June 30, 2023
Fiscal Year 2024-2025:	5.15% equity increase effective June 28, 2024

Senior Estate Property Specialist, 002645:

Fiscal Year 2022-2023:	3.88% equity increase effective June 16, 2023
Fiscal Year 2023-2024:	3.88% equity increase effective June 30, 2023
Fiscal Year 2024-2025:	3.88% equity increase effective June 28, 2024

Senior Healthcare Agency Housekeeper, 007036:

Fiscal Year 2022-2023:	1.60% equity increase effective June 16, 2023
Fiscal Year 2023-2024:	1.60% equity increase effective June 30, 2023
Fiscal Year 2024-2025:	1.60% equity increase effective June 28, 2024

Section 3. Appendix One of the Compensation Ordinance is hereby amended by changing class characteristics for the following classification in the Unclassified Service, effective July 14, 2023:

Job Code		O/T	Rep Stat	Bene Plan
No.	Job Code Title			
000359	CAO Chief of Staff	X	UM EM	UCL

Section 4. Subsection (c)(6) of Section 1.5.1 is hereby added to read as follows:

SECTION 1.5.1: WORK PERIODS.

- (c) Work Period. The standard work periods shall apply to both full-time and part-time employees as follows:

- (1) Designator "N" Classes. For classifications with an overtime designator "N" (FLSA-covered), the standard work period is seven (7) consecutive days within which is included two (2) consecutive days of rest in a seven (7) consecutive day period. This work period shall be forty (40) hours, except as provided herein.
- (2) Designator "E" Classes. For classifications with an overtime designator "E" FLSA-exempt (straight cash or comp), the standard work period is fourteen (14) consecutive days within which is included four (4) days of rest (two (2) instances of two (2) consecutive days of rest, each) in a fourteen (14) consecutive day period. This work period shall be eighty (80) hours.
- (3) For employees in eligible classes the work period consists of two (2) five-day work weeks for a total of ten (10) work days which total eighty (80) hours and includes four (4) days of rest, consisting of two (2) two-day rest periods during the payroll period.

Eligible Classes: Classes designated AM, AS, CC, CS, DA, ~~DI, DM~~, PD and PM.

- (4) For employees in eligible classes the standard work period is fourteen (14) consecutive days, or eighty-five (85) hours, starting on a Friday and ending on Thursday, fourteen (14) days, or eighty-five (85) hours later. Biweekly compensation is based on a full-time schedule of eighty-five (85) working hours in each standard work period. Paid time is standard duty time worked plus any paid leave.

Eligible Classes: Classes designated DS and SM.

- (5) PO and SO Classes. For employees in classifications designated PO and SO the normal work period shall consist of fourteen (14) consecutive days within which is included four (4) days of rest in a fourteen (14) consecutive period.

(Amended 08/01/08, Ord. No. 9946)

- (a) 84 Hour Work Period. The appointing authority may assign employees in specified classes to a normal work schedule which may include seven (7) work days and seven (7) off-duty days, six (6) workdays and eight (8) off-duty days or the ten (10) workdays and four (4) off-duty days at Juvenile Institutions or when assigned to radio duty for classes designated SO per work period, in which event the employee's compensation shall be based on a full-time schedule of eighty-four (84) working hours per work period; and
 - (i) During each of the workdays the employee shall be required to work at least ten (10) hours at Juvenile Institutions or on radio duty.
 - (ii) Such employee may be authorized by the appointing authority to be absent from the place of duty during the employee's non-work period, provided the employee shall complete the hours of work in (a)(i) above required at the place of duty.
- (b) Sick leave and vacation leave balances shall not be recalculated upon changing from an eighty-four (84) hour schedule to an eighty (80) hour schedule and vice versa.

- (6) DI and DM Classes. For employees in classifications designated DI and DM the normal

work period shall consist of fourteen (14) consecutive days within which is included four (4) days of rest in a fourteen (14) consecutive period. The days of rest are each to be two (2) consecutive days.

- (a) 85-Hour Work Period. This work period shall be eighty-five (85) hours in fourteen (14) consecutive days. The payroll begins on Friday which is the first day of the pay period and ends on Thursday which is the last day of the pay period and consists of ten (10) standard workdays and four (4) days of rest during the fourteen (14) consecutive day payroll period.
- (b) Standard Workday. The standard workday shall be eight and one half (8.5) hours of work in a twenty-four (24) hour day for a total of ten (10) standard workdays in a fourteen (14) consecutive day work period. Workdays that deviate from this stand are considered “non-standard” workdays.

Section 5. Subsection (d) of Section 1.6.2 of the Compensation Ordinance is hereby amended.

Section 1.6.2: OVERTIME AND FLSA/NON-FLSA COMPENSATORY TIME.

- (a) Definition. Full-time and permanent part-time employees’ overtime is authorized or ordered work actually worked by an employee which is in excess of the full regularly scheduled work period. No employee will be paid overtime unless he/she actually works more than the total number of hours in the full (40, 80 or more) work period as defined in Section 1.5.1 (Work Periods), or in specific instances provided below.
- (b) Overtime Designators and Compensation for Overtime. The following describes each overtime designator and the compensation for overtime in accordance with the overtime designator. The Salary Schedule contains a list of all classes. Each class is assigned an overtime designator in the column entitled "Overtime Eligibility." The designator identifies eligibility for overtime as one of the following types:
 - (1) Designator “X” - Not Eligible for Overtime. Employees are not eligible for overtime and not eligible to accrue or accumulate compensatory time off.
 - (2) Designator “E” - Straight Cash or Compensatory Time Off.
 - (a) Employees in classes with overtime designator “E” are exempt from the Fair Labor Standards Act (FLSA) but eligible for Non-FLSA cash or compensatory time off on an hour-for-hour basis for authorized overtime worked. The decision to pay cash or compensatory time off shall be at the discretion of the appointing authority.
 - (b) Employees in eligible classes listed below are eligible for compensatory time off on an hour-for-hour basis for authorized overtime worked to be taken as authorized by the appointing authority. If granting compensatory time off would impair the effective operation of the department, or if authorizing payment of cash in lieu of compensatory time off would improve the operation of the department, the appointing authority, with the approval of the Chief Administrative Officer, may authorize the payment of cash at straight-time rates in lieu of compensatory time off. Cash payments shall not be made unless the required approvals are given prior to the time the overtime is worked.

Eligible Classes: Classes designated SM.

- (c) This provision shall not be construed to provide payoff of all or any portion of compensatory time balances unless specified otherwise in Subsection 1.6.2(l)

(Cash Pay Off of Compensatory Time Balances) below.

- (d) The decision to pay for overtime worked in cash or compensatory time off shall be at the reasonable discretion of the appointing authority with consideration for the employees' choice. Employees may request in advance their preference for cash or compensatory time off. The appointing authority shall grant the request if it meets the operational and/or funding needs of the department. The decision of the Appointing Authority or designee is final. An employee shall not be denied overtime opportunities due to requested preferences made pursuant to this section.

Eligible Classes: Classes Designated CM or CR

- (e) The decision to pay for overtime worked in cash or compensatory time off shall be at the reasonable justifiable discretion of the appointing authority with consideration for the employees' choice. Employees may request in advance their preference for cash or compensatory time off. The appointing authority shall grant the request if it meets the operational and/or funding needs of the department. The decision of the Appointing Authority or designee is final. An employee shall not be denied overtime opportunities due to requested preferences made pursuant to this section.

Eligible Classes: Classes Designated AE, CL, FS, HS, MM, PR, PS, RN, SS, and SW

(3) Non-Exempt Designator "N" - Premium Cash or Compensatory Time.

- (a) Non-exempt employees covered by the FLSA are eligible for overtime at time and one-half (1½) cash or compensatory time off. The decision to pay cash or compensatory time off shall be at the discretion of the appointing authority.
- (b) For employees in classes with non-exempt designator "N," cash payment shall be made at straight-time rates for all of the eligible employees' FLSA compensatory time balance upon termination. This payoff shall be at the average hourly rate received by the employee during the last three years of employment, or the final hourly rate, whichever is higher.
- (c) Classes designated DI and DM. Eligible for cash compensation at one and one-half (1-1/2) rate for each hour of overtime worked over 85 hours in a work period. With the approval of the appointing authority, eligible employees in classes with designator "N" may receive compensatory time off at one and one-half (1-1/2) rate in lieu of cash compensation. The appointing authority may approve the payment of cash at the regular hourly rate in lieu of compensatory time for any portion of an employee's accumulated FLSA compensatory time that has been on the employee's leave balance for more than thirty (30) days.

(d) Classes Designated PO and SO.

- (i) Full-time Employees: Full-time employees' overtime is authorized or ordered work, actually worked by an employee, which is in excess of the employee's regularly scheduled work period. No full-time employee will be paid overtime unless he/she works more than eighty-four (84) hours in any work period. When the appointing authority establishes a work schedule which is the employee's routine work schedule, and such schedule results in the employee routinely working more than eighty-four (84) hours in a work period, the hours actually

worked in the work period which exceed eighty-four (84) hours shall be considered overtime.

- (ii) Part-time Employees: Permanent part-time employees' overtime is authorized or ordered work, actually worked by an employee, which is in excess of eighty-four (84) hours per work period. When the appointing authority establishes a work schedule which is the employee's routine work schedule, and such schedule results in the employee routinely working more than eighty-four (84) hours in a work period, the hours actually worked in the work period which exceed eighty-four (84) hours shall be considered overtime.
- (iii) Extra Hours Worked: Extra hours or hours actually worked in excess of eighty (80) hours but less than eighty-four (84) hours in the fourteen (14) day consecutive day work period shall be compensated at straight time hourly rate.
- (e) Classes Designated DS: Overtime is authorized or ordered work, performed by an employee which is in excess of eighty-five (85) hours in the standard work period.
- (f) The decision to pay for overtime worked in cash or compensatory time off shall be at the reasonable discretion of the appointing authority with consideration for the employees' choice. Employees may request in advance their preference for cash or compensatory time off. The appointing authority shall grant the request if it meets the operational and/or funding needs of the department. The decision of the Appointing Authority or designee is final. An employee shall not be denied overtime opportunities due to requested preferences made pursuant to this section.

Eligible Classes: Classes Designated AE, CL, CM, CR, FS, HS, MM, PR, PS, RN, SS, and SW

(c) Work Hours Required Before Overtime is Accrued.

Work Period Hours Required Before Overtime is Accrued								
Union Code	O/T Code	Reg Work Period		Full-Time Employee		Permanent Part-Time Employee		O/T Earned at:
		Days	Hours	Wk 1	Wk 2	Wk 1	Wk 2	
CEM*, MA*, MM*, PR*	E	14	80	80		80		1.0 after 80 hours
SM (7K Exempt)	E	14	85	85		85		1.0 after 85 hours
AE, CE, CEM*, CL, CM, CR, FS, HS, MA*, MM*, NA*, NS, PR*, PS, RN, SS, SW	N	7	40	40	40	40	40	1.5 after 40 hours
Classes: 5726, 5727, 5728, 5729 (Public Assistance Investigator Tr, I, II and Supervisor)	N	14	80	80		80		1.5 after 80 hours

Work Period Hours Required Before Overtime is Accrued								
Union Code	O/T Code	Reg Work Period		Full-Time Employee		Permanent Part-Time Employee		O/T Earned at:
		Days	Hours	Wk 1	Wk 2	Wk 1	Wk 2	
PO, SO (7K Exempt)	N	14	80/84	80/84		80/84		1.0 after 80 hours, then 1.5 after 84 hours-
DI, DM (7K Exempt)	N	14	80 85	80 85		80 85		1.0 after 80, then 1.5 after 85 hours-
DS (7K Exempt)	N	14	85	85		85		1.5 after 85 hours
AM, AS, CC, CEM*, CS, DA, EM, MA, NA*, NE, NM, PD, PM, UM	X	N/A	N/A	N/A	N/A	N/A	N/A	Not Eligible for Overtime
*Job Codes/Classifications in this Union Code may have an E, N, or X Overtime Code. You should verify you are using the correct row of information.								

- (d) ~~Residential Care Facilities. Employees employed in a County hospital or facility primarily engaged in the care of persons who are sick, the aged, or the mentally ill, who reside on the premises, may be compensated at a rate not less than one and one half times (1 ½) the regular rate for any work actually performed in excess of either eight (8) hours in any workday and in excess of eighty (80) hours in a fourteen (14) consecutive day work period.~~

Eligible Classes: Classes Designated AE, CL, FS, MM, PR, PS, and SS units

Section 6. Section 1.9.12 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.9.12: SPECIAL INVESTIGATOR PREMIUM. A District Attorney Investigator III assigned by the department to be a senior investigator shall be compensated an additional five percent (5%) in addition to the employee's base wage rate. The specific number of employees assigned by the department will be dependent on organization needs as determined by the appointing authority.

This premium pay provided to employees shall not be considered a permanent form of additional compensation. This premium pay will only be provided to those employees assigned as a senior investigator by the appointing authority. These premiums shall apply to time worked and paid time off, but not terminal payoff.

Eligibility. Employees who are assigned as a senior investigator, District Attorney Investigator III 005754, on a full-time basis.

Section 7. Subsection (f) of Section 1.12.7 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.12.7: EDUCATION AND POST CERTIFICATE BONUS.

- (e) Permanent employees designated as DI or DM who possess, based on level of proficiency demonstrated by the acquisition of certificates issued by the California Commission on Peace Officers' Standards and Training (P.O.S.T.), an Advanced P.O.S.T. certificate shall be compensated at seven and one-half percent (7-1/2%) above the base hourly wage rate established for their designated classification in the Salary Schedule. Effective June 26, 2015 the rate will increase to eight and one-half percent (8.5%), and effective June 24, 2016, to nine and one-half percent (9.5%).
- (f) Effective June 30, 2023, employees in classes designated DM shall receive an education premium of two percent (2%) above the employee's base pay for those who possess a Supervisory Peace

Officer Standards and Training (POST) certificate.

Effective June 30, 2023, employees in classes designated DM shall receive an education premium of two percent (2%) above the employee's base pay for those who possess a Management Peace Officer Standards and Training (POST) certificate.

An employee that possesses a Supervisory POST and a Management POST certificate is eligible for both two percent (2%) premiums for a total of four percent (4%). The premiums shall be applied to the employee's base pay. These premiums shall apply to time worked and paid time off, but not terminal payoff.

Section 8. Subsection (b)(2) of Section 1.13.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.3: CHARGES FOR MAINTENANCE. In the following cases where full or part-time maintenance is furnished, employees shall be charged the following amounts:

(b) County Owned and Maintained Housing Facilities.

- (2) Charges for specific living quarters shall be based upon a determination of the class in which each house, apartment, or room shall be included, made by resolution of the Board of Supervisors. Employees shall be charged at the biweekly rate; however, when computing the charges for a portion of a biweekly pay period, the daily rate shall be used. Charges for living quarters shall be paid by employees or deducted from employees' compensation at the end of the pay period for which the living quarters are furnished.

Class	Description	Biweekly Rate
1	1 BR/1 BA Mobile Home	55.44 <u>\$58.93</u>
2	2 BR/1 BA Mobile Home	66.59 <u>70.79</u>
3	2 BR/2 BA Mobile Home	77.66 <u>82.55</u>
4	1 BR/1 BA Apartment	55.44 <u>58.93</u>
5	2 BR/1 BA Apartment	76.67 <u>81.50</u>
6	3 BR/1 BA Apartment	77.66 <u>82.55</u>
7	3 BR/1-1/2 – 2 BA Apartment	88.77 <u>94.36</u>
8	1 BR/1 BA House	66.59 <u>70.79</u>
9	2 BR/1 BA House	77.76 <u>82.66</u>
10	2 BR/2 BA House or 3 BR/1 BA House	88.77 <u>94.36</u>
11	3 BR/1-1/2 – 2 BA House	99.84 <u>106.10</u>
12	4 BR/2 BA House	255.11 <u>271.18</u>

Section 9. Subsection (c)(4) of Section 1.13.9 of the Compensation Ordinance is hereby amended to read as follows:

Section 1.13.9: UNIFORM ALLOWANCE (INITIAL ISSUE AND MAINTENANCE).

(c) Uniform Allowance - Other.

- (1) Initial Issue. Eligible employees in classifications listed in subsection 1.13.9 (c)(4) (Initial Issue and Uniform Maintenance/Replacement Rates by Class) below, when hired or newly assigned to a position requiring them to wear a uniform, shall receive, within thirty (30) days of hire or assignment, an initial allowance toward the purchase of required uniforms in the amount provided in subsection 1.13.9 (c) (4) below.
- (2) Exception. Employees who are furnished uniforms at no cost shall not be covered by this uniform provision.
- (3) Annual Payment Schedule – Maintenance and Replacement.
 - (a) If an employee in an eligible bargaining unit listed below is on leave (paid or unpaid) during Payroll 4 and has sufficient hours in the previous year to qualify for a Uniform Allowance maintenance payment in accordance with the chart below that payment will be made when the employee returns to active County service. If an eligible employee is active in Payroll 4 but on leave (paid or unpaid) in Payroll 5 the maintenance payment will be made when the employee returns to active County service. If an employee is in an eligible Bargaining Unit in Payroll 4 but terminates County service or transfers to an ineligible Bargaining Unit in Payroll 5 that employee is not entitled to receive the maintenance payment, as that employee is no longer required to wear a uniform.

Eligible Classes: AE, CL, CM, FS, HS, MM, PR, PS, RN, and SS

- (b) For eligible employees in classifications listed in subsection 1.13.9(c)(4) below (Initial Issue and Uniform Maintenance/Replacement Rates by Class), for maintaining and/or replacing required uniforms and equipment, the County shall, on the payday for Payroll 05 of each year, pay a uniform maintenance allowance in the amount also listed in 1.13.9(c)(4) to employees who are in any eligible class in Payroll 04 of that year. This allowance will be included in the paycheck of the appropriate period as defined in (a) above. The amount of the allowance shall be computed as follows, based on the amount of paid service in an eligible class:

% of Required Service in Paid Status	Allowance	
Over 75%	Three-thirds	(3/3)
Over 50% through 75%	Two-thirds	(2/3)
Over 25% through 50%	One-third	(1/3)
25% and less	Zero	(-0-)

- (4) Initial Issue and Uniform Maintenance/Replacement Rates by Class. Employees who receive a uniform allowance are required to wear a uniform at all times. For purposes of computing the correct payment amount, three-thirds (3/3) of the uniform allowance is as follows for the listed eligible classes:

Class No.	Title	Three-Thirds (3/3) Allowance
004517	Certified Nurse Practitioner	\$200
004525	Psychiatric Nurse	200
004527	Psychiatric Clinical Nurse Specialist	200

Class No.	Title	Three-Thirds (3/3) Allowance
004538	Staff Nurse	200
004548	Sheriff's Detentions Nurse	500
004615	Certified Nurse Assistant	500
<u>004616</u>	<u>Sheriff's Certified Nurse Assistant</u>	<u>500</u>
004618	Psychiatric Technician	500
004625	Licensed Vocational Nurse	500
004626	Sheriff's Detentions LVN	500
005700	Animal Care Attendant	850
005702	Supervising Animal Care Attendant	850
005703	Animal Control Officer	850
005710	Registered Veterinary Technician	850
005711	Supervising Animal Control Officer	850
005748	Community Service Officer	850
006019	Road Crew Supervisor	600
006023	Road Maintenance Worker	550
006025	Road Structure Worker I	550
006026	Road Structure Worker II	550
006027	Road Structure Worker III	550
006035	Equipment Operator	550
006036	Senior Equipment Operator	550
006332	Park Ranger	1,000
006342	Senior Park Ranger	1,000
006343	Supervising Park Ranger	1,000
006410	Senior Cook	600
006411	Cook	600
006415	Food Services Worker	600
007089	Solid Waste Site Supervisor	600
007099	Sheriff's Range Guard	400

Section 10. Section 1.14.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.14.3: CLASSIFICATION PREMIUM – 3%.

~~Effective July 1, 2022,~~ An employee in the following classifications shall be paid a premium of three percent (3%) above the employee's base pay. This premium shall apply to time worked only and shall not apply toward paid time off or terminal payoff.

Eligible Classes:

002941	Child Support Officer
002942	Supervising Child Support Officer
004538	Staff Nurse

<u>Eligible Classes:</u>	
005050	Correctional Counselor
005253	Protective Services Worker
<u>005720</u>	<u>Public Assistance Investigator Manager</u>
<u>005726</u>	<u>Public Assistance Investigator Trainee</u>
<u>005727</u>	<u>Public Assistance Investigator I</u>
<u>005728</u>	<u>Public Assistance Investigator II</u>
<u>005729</u>	<u>Public Assistance Investigator Supervisor</u>
006332	Park Ranger
006342	Sr. Park Ranger
006343	Supervising Park Ranger

The removal of the Protective Services Worker (005253) as an eligible class is effective June 29, 2023. The Public Assistance Investigator series (005720, 005726, 005727, 005728, 005729) will receive a 3% premium effective June 30, 2023.

Section 11. Section 1.14.9 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.14.9: PROTECTIVE SERVICES WORKER CLASSIFICATION PREMIUM.

Effective June 30, 2023, employees in the following classification shall receive a five percent (5%) classification premium above the employee's base pay. This premium shall apply to time worked and paid time off, but not terminal payoff.

<u>Eligible Classes:</u>	
<u>005253</u>	<u>Protective Services Worker</u>

Effective June 28, 2024, employees in the following classification shall receive an additional five percent (5%) classification premium (total of ten percent 10%) above the employee's base pay. This premium shall apply to time worked and paid time off, but not terminal payoff.

<u>Eligible Classes:</u>	
<u>005253</u>	<u>Protective Services Worker</u>

Both the five percent (5%) and ten percent (10%) premiums shall apply to time worked and paid time off, but not for terminal payoff.

Section 12. Section 2.1.7 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 2.1.7: LUMP SUM PAYMENTS FISCAL YEARS 2022/2023 AND 2023/2024.

- (a) Effective July 1, 2022. A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.
 - (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2021/2022. This payment will be included in their regular paycheck. An employee is not eligible to receive the one-time lump sum payment if they terminate before the first day of payroll 2 (July 15, 2022). An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service. Part-time employees shall receive a prorated amount according to their standard hours.

Eligible Classes. All classes designated AM, AS, CC, CS, DA, EM, NA, NE, NM, NS, PD, PM, and UM.

- (2) Payroll Calculation. Such one-time payment of 2% annual compensation shall:
 - (a) Be included in the employee's regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not continue beyond Fiscal Year 2022/23.
- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 22, 2022) for all eligible classes.

(b) Effective June 30, 2023. A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2022/2023. This payment will be included in their regular paycheck. An employee is not eligible to receive the one-time lump sum payment if they terminate before the first day of payroll 2 (July 21, 2023). An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service. Part-time employees shall receive a prorated amount according to their standard hours.

Eligible Classes. All classes designated DI and DM.

- (2) Payroll Calculation. Such one-time payment of 2% annual compensation shall:
 - (a) Be included in the employee's regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not continue beyond Fiscal Year 2023/24.
- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 21, 2023) for all eligible classes.

Section 13. Section 3.6.22 of the Compensation Ordinance is hereby repealed.

Section 3.6.22: ELECTION POLL WORKERS.

- (a) Expense Allowance. Persons serving as Poll Workers in the positions of Precinct Inspectors, Assistant Inspectors, Touchscreen Inspectors and Clerks for the Registrar of Voters on Election Day, shall be paid an expense allowance to offset the costs these persons may incur for each Election Day worked. The expense allowance includes separate amounts for meals and transportation to the election site per Election Day worked. These amounts are based on the level of assignment received.
- (b) Additional Expense Allowance. For some assignments an additional expense allowance is also provided for transportation to the election training programs(s), attendance of the election training

programs(s) and for transportation and delivery of poll equipment, supplies and ballots both to the polling place and to election night collection centers.

- (c) ~~Nominal Fee.~~ In addition to the expense allowances(s) persons serving as Touchscreen Inspectors, Assistant Inspectors and Precinct Inspectors who pick up poll supplies, inventory and check poll supplies, contact and make arrangements with poll facility owners, assist in the recruitment of his/her poll worker staff and supervise all election day responsibilities, shall be paid a nominal fee as listed in subsection (f) for their services.
- (d) ~~Completion of Training.~~ The completion of specific online lessons for Touchscreen Inspectors, Assistant Inspectors, Precinct Inspectors and Standbys (as described in subsection (h)) may also be required. If the specified online lessons are required, but not completed, the training expense allowance of \$25 will not be included as part of these poll workers final stipend.
- (e) ~~Bilingual.~~ Persons serving as a poll worker who are designated to provide bilingual assistance to voters shall be paid an additional nominal fee for their services.
- (f) ~~Allowance Amounts.~~ Specific expense allowance amounts and nominal fees are listed below by Poll Worker Assignment:

Poll Worker Designated Assignment	Expense Allowance			Nominal Allowance Based on Assignment	Total Allowance	Bilingual Skills Pay*
	3 Meals per Day	Election Day Transportation	Training Related Expenses			
Precinct Inspector	\$44.00	\$31.00	\$25.00	\$50.00	\$150.00	\$15.00
Asst Inspector	\$44.00	\$31.00	\$25.00	\$25.00	\$125.00	\$15.00
Touchscreen Inspector	\$44.00	\$31.00	\$25.00	\$25.00	\$125.00	\$15.00
Clerk	\$44.00	\$31.00	0	\$25.00 if Clerk attends and completes both optional on-site and online training	\$75.00— \$100.00	\$15.00
* Bilingual poll workers who can speak, read and write English as well as Filipino, Spanish or Vietnamese will receive an additional \$15 premium.						

- (g) ~~Extraordinary Expenses.~~ Poll Worker volunteers may be called upon to perform extraordinary services and will be expected to incur personal expenses as a result. In the event they are asked by the Registrar of Voters to perform these services, they will be paid an additional stipend as follows:

- (1) ~~Travel to and work at a polling place more than 15 miles from their home \$20.~~
- (2) ~~Pick up ballots, equipment or other election materials at a time or a location different from their regularly scheduled Poll Worker training program \$20.~~
- (3) ~~Collection and Drop off ballots, equipment and other election materials from remote poll stations at the request of the Registrar of Voters to a collection center 20 miles or more from the polling place where they worked \$50. For collection and drop off of materials~~

~~at the request of the Registrar of Voters from poll stations located more than 10 miles but less than 20 miles \$20.~~

~~(4) Personal cell phone use by Precinct Inspectors or, in the event the Precinct Inspector does not have a cell phone, another member of the board, on Election Day \$5.~~

~~(h) Standby Stipend. Poll Workers are often called upon to prepare for Election Day and then remain on standby during Election Day in a particular polling area in case they are needed. They may also be called upon to assist at more than one polling place or perform other services as the need arises during the day. Standby Poll Workers generally incur the same type of expenses as Poll Workers who work a single polling place, even if the Standby Poll Workers are not actually called to work in a poll. In light of their service to the election process and the expenses they will incur during training and while serving in a standby capacity, Standby Poll Workers who are not called to work in a polling place will be paid the same stipend as a Clerk, as indicated in subsection (a) (Expense Allowance) above, as well as any extraordinary expenses they may incur as indicated in subsection (g) (Extraordinary Expenses) above. However, current regular County employees designated as Standby Poll Workers, and not called to serve, shall not be eligible for the Standby Poll Worker stipend. If a Standby Poll Worker receives a call to work in a poll, they will be paid the stipend for the assigned position rather than the Clerk's stipend. Because last minute assignments require Standby Poll Workers to make extra trips to pickup supplies and contact other workers, Standby Poll Workers who receive an assignment to a poll less than 24 hours before the polls open, will be paid an additional stipend of \$20 to offset the additional expenses. A Standby Poll Worker who receives this additional stipend will not be eligible for the \$20 stipend in subsection (g) (2) above.~~

Section 14. Subsection (c)(4) of Section 4.2.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.2: SICK LEAVE.

- (c) Earnings. Eligible employees shall earn sick leave credit at the rate of five percent (5%) of the employee's regularly scheduled hours per pay period. The hour/day approximate equivalent sick leave accrual for full-time employees over one year (26 pay periods) is one hundred four (104) hours, or thirteen (13) days. Sick leave is credited in units of one-tenth (1/10) of one hour, up to a maximum of four (4) hours, at the beginning of the pay period following the one in which it was earned.
- (4) Pandemic Advanced Credit Leave. ~~During a Pandemic, as declared by the Board of Supervisors and/or Chief Administrative Officer~~ If the Board of Supervisors and/or Chief Administrative Officer declares an emergency due to a pandemic, employees who are ill with flu-like symptoms, as defined by the Centers for Disease Control, and have exhausted all leave balances, may request and shall be advanced up to 120 hours of sick leave per fiscal year.
- (a) The advanced sick leave credits are treated like regular sick leave and can be taken in units of 1/10 of an hour for either the employee or the care of an employee's immediate family member as defined in Section 4.2.2. (a)(2) above.
- (b) Advanced sick leave credits cannot be used in conjunction with Voluntary Time Off.
- (c) Once an employee returns to work and begins accruing sick leave, the credit for the new sick leave hours will reduce the negative sick leave balance before any positive hours are credited.
- (d) If an employee separates from County service and is at a negative sick leave balance, the employee will be required to repay the sick leave from their final pay-out payout.
- (e) This leave shall not be available to any employee currently on an approved leave of absence.

(f) Eligibility:

- (1) Employees in classes designated: AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SM, SS, SW, and UM are eligible for participation in this program of Pandemic Advanced Credit Leave.

Section 15. Subsection (d) of Section 5.1.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.1.6: FLEXIBLE BENEFITS PLAN. A flexible benefits plan, which is in accordance with Section 125 of the Internal Revenue Code, is authorized for eligible employees.

- (d) County Contributions Toward Flexible Benefit Plan. Insurance premium costs shall be borne by the employee excepting that the County shall make the following contribution toward the Flexible Benefits Plan (which includes health insurance). The employee's insurance premium costs will be reduced by the amount the employee elects to distribute to their insurance premium costs from the County's contribution toward the Flexible Benefits Plan. The County's contribution toward the Flexible Benefits Plan shall be:

- (5) Employees in classes designated DI and DM under the DAI Benefit Program.

<u>Effective January 1, 2018:</u>	<u>Monthly</u>
Employee Only	\$ 610.00
Employee + 1 Dependent	894.00
Employee + 2 or More Dependents	1,275.00
<u>Effective January 1, 2019:</u>	<u>Monthly</u>
Employee Only	\$ 653.00
Employee + 1 Dependent	957.00
Employee + 2 or More Dependents	1,364.00
<u>Effective January 1, 2020:</u>	<u>Monthly</u>
Employee Only	\$ 699.00
Employee + 1 Dependent	1,024.00
Employee + 2 or More Dependents	1,459.00
<u>Effective January 1, 2021:</u>	<u>Monthly</u>
Employee Only	\$ 748.00
Employee + 1 Dependent	1,096.00
Employee + 2 or More Dependents	1,561.00
<u>Effective January 1, 2022:</u>	<u>Monthly</u>
Employee Only	\$ 800.00
Employee + 1 Dependent	1,173.00
Employee + 2 or More Dependents	1,670.00

<u>Effective January 1, 2023:</u>	<u>Monthly</u>
-----------------------------------	----------------

Employee Only	\$ 856.00
Employee + 1 Dependent	1,255.00
Employee + 2 or More Dependents	1,787.00

<u>Effective January 1, 2024:</u>	<u>Monthly</u>
-----------------------------------	----------------

<u>Employee Only</u>	<u>\$ 899.00</u>
<u>Employee + 1 Dependent</u>	<u>1,318.00</u>
<u>Employee + 2 or More Dependents</u>	<u>1,876.00</u>

<u>Effective January 1, 2025:</u>	<u>Monthly</u>
-----------------------------------	----------------

<u>Employee Only</u>	<u>\$ 944.00</u>
<u>Employee + 1 Dependent</u>	<u>1,384.00</u>
<u>Employee + 2 or More Dependents</u>	<u>1,970.00</u>

<u>Effective January 1, 2026:</u>	<u>Monthly</u>
-----------------------------------	----------------

<u>Employee Only</u>	<u>\$ 991.00</u>
<u>Employee + 1 Dependent</u>	<u>1,453.00</u>
<u>Employee + 2 or More Dependents</u>	<u>2,069.00</u>