

**AN ORDINANCE AMENDING
THE COMPENSATION ORDINANCE
CLEAN 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 the following classifications and compensation in the Classified Service, effective October 7, 2022:

Job Code No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Approx Annual Salary Minimum Maximum	Vari Entry	O/T	Rep Stat	Bene Plan
004616	Sheriff's Certified Nurse Assistant					\$44,865.60 – \$55,161.60	Y	N	HS	NHS
	21.57	22.65	23.78	24.97	26.52					
	1,725.60	1,812.00	1,902.40	1,997.60	2,121.60					
002541	Data and Research Analyst					\$65,000.00 - \$90,001.60	Y	N	CE	CNM
	31.25	37.26	43.27							
	2,500.00	2,980.80	3,461.60							
002543	Senior Data and Research Analyst					\$85,009.60 - \$115,003.20	Y	N	CEM	MGT
	40.87	48.08	55.29							
	3,269.60	3,846.40	4,423.20							
002569	Principal Data and Research Analyst					\$109,990.40 – \$138,008.00	Y	N	CEM	MGT
	52.88	59.62	66.35							
	4,230.40	4,769.20	5,308.00							

Section 2. Appendix One of the Compensation Ordinance is hereby amended by amending the compensation for the following classifications, effective September 9, 2022:

Job Code No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Approx Annual Salary Minimum Maximum	Vari Entry	O/T	Rep Stat	Bene Plan
000777	Election Worker					\$ 33,280.00	n/a	N	NRT	ACA
	16.00									
	1,280.00									
004529	Nursing Director, Sheriff's Detentions Facility					\$152,838.40 - \$185,764.80	Y	E	MA	MGT
	73.48	77.15	81.01	85.06	89.31					
	12,736.53	13,372.67	14,041.73	14,743.73	15,480.40					

Section 3. Appendix One of the Compensation Ordinance is hereby amended by amending compensation for the following classifications in the Unclassified Service, effective September 9, 2022:

Job Code No.	Job Code Title	Approx Annual Salary Minimum Maximum		UCE Range
002180	Chief Medical Examiner	\$292,635.20 - \$444,454.40		28

Job Code No.	Job Code Title	Approx Annual Salary Minimum Maximum		UCE Range
002285	Chief Deputy Medical Examiner	\$240,801.60 - \$385,777.60		26

Section 4. Appendix One of the Compensation Ordinance is hereby amended by retitling the following classification in the Unclassified Service, effective September 9, 2022:

	Job Code No.	Job Code Title
From:	000978	Sheriff's Inmate Services Manager
To:	000978	Sheriff's Re-Entry Services Manager

Section 5. Subsection (c)(6) of Section 1.6.5 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.6.5: NIGHT SHIFT PREMIUM/SHIFT DIFFERENTIAL.

- (a) Definition. An assigned established shift of which more than one-half of the total number of hours occur between 5:00 p.m. and 8:00 a.m.
 - (b) Eligibility. Only those employees designated in (c) (Compensation) below shall be eligible for night shift compensation. Night shift compensation shall not be paid for any standby duty nor to an employee receiving the premium established in Section 1.7.5 (Night Duty Compensation in Overnight Camping Parks).
 - (c) Compensation. Eligible employees shall receive the following compensation in addition to the hourly rate of pay prescribed for the employee's classification. This premium shall apply to time worked and shall not apply toward paid time off, or to terminal payoff.
- (6) Employees shall receive a night shift premium of 5% of all hours worked on any shift (regularly scheduled or not) where four or more hours of the shift occurs during the hours of 5:00 p.m. to 8:00 a.m.

Eligible Classes:

005746 – Deputy Sheriff
005757 – Deputy Sheriff – Detentions/Court Services
005781 – Sheriff's Sergeant – Detentions
005790 – Sheriff's Sergeant

Section 6. Section 1.7.34 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.7.34: NEW HIRE LATERAL INCENTIVE PAY.

New hires who come into the Sheriff's Department from another public law enforcement agency on or after September 9, 2022 will receive lateral incentive pay for a maximum of \$20,000.00.

Lateral Deputies with a minimum of one year of peace officer experience in a law enforcement agency will be paid at the following intervals:

\$12,500	Upon completion of the hiring process,
\$ 2,000	Upon completion of department training period,
\$ 3,000	At the successful completion of their applicable probationary period,
\$ 2,500	One year after the end of their probationary period.
In no event will an employee receive more than the maximum of \$20,000 lateral incentive pay.	

To be eligible for the lateral incentive pay, Lateral Deputies must possess the minimum California P.O.S.T. requirements for appointment to a peace officer position in the Law Enforcement Services Bureau, Court Services Bureau, or Detention Services Bureau at the time of hire and are not required to complete the applicable County Sheriff's Department Academy.

Eligible Classes: Classes designated DS.

Section 7. Section 1.7.37 of the Compensation Ordinance is hereby added to read as follows:

SECTION 1.7.37: CIVIL ENGINEER NEW HIRE LATERAL INCENTIVE PAY.

New hires who come to the County from another public agency on or after September 23, 2022 through September 23, 2023 with external State Licensure-related Professional Engineer (PE) experience in one or both Civil Engineering sub-branches of Structural Engineering and Geotechnical Engineering will receive lateral incentive pay from the County of San Diego up to a maximum of \$5,000. The lateral incentive pay will be paid out as follows:

Lateral incentive pay with a minimum of three years of prior Civil Engineer experience in the enumerated sub-branches is:

\$3,000 – Upon completion of the hiring process,

Lateral incentive pay with a minimum of four years of prior Civil Engineer experience in the enumerated sub-branches includes the above and:

\$1,000 – At the successful completion of the applicable probationary period,

Lateral incentive pay with a minimum of five years of prior Civil Engineer experience in the enumerated sub-branches includes all of the above and:

\$1,000 – On the anniversary date of the third year of employment

Eligible Classes: 003635, Civil Engineer.

This lateral incentive pay shall expire on September 23, 2023, and shall not apply to any person hired on or after September 24, 2023, unless extended by mutual written agreement of the parties and approved by the Board of Supervisors by amendment to the Compensation Ordinance.

Section 8. Subsection (b) of Section 1.8.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.8.2: WORK LOCATION PREMIUMS.

- (b) Employees in classes designated below who occupy positions which are assigned to institutional work locations and who are assigned to a work station located within the specified institution, facility, locked ward or unit, or other specifically identified site, as the employee's principal work station, shall receive additional compensation of approximately five percent (5%) above their

regular base pay rate for such assignment. This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

Institutional Work Locations		Classes/Principal Work Therein	
1.	San Diego County Psychiatric Hospital	007035	Health Care Agency Housekeeper
		007036	Sr Health Care Agency Housekeeper
		004250	Pharmacist
2.	Edgemoor	002650	Stock Clerk
		004465	Nutritionist
		004538	Staff Nurse
		004770	Dietitian
		006410	Senior Cook
		006411	Cook
		006415	Food Services Worker
		007030	Sr Custodian
		007514	Shuttle Bus Driver
3.	Polinsky Children's Center	002493	Account Clerk
		002650	Stock Clerk
		002655	Senior Storekeeper
		002700	Office Assistant
		002729	Office Support Specialist
		002730	Senior Office Assistant
		002745	Supervising Office Assistant
		002756	Administrative Secretary I
		004407	Recreational Therapist
		005235	Social Worker I
		005253	Protective Services Worker
		005254	Senior Protective Services Worker
		005259	Protective Services Supervisor
		005260	Social Worker III
		005270	Social Work Supervisor
		005884	Building Maintenance Engineer
		006530	Laundry Worker
4.	Sheriff's Detention Facilities	007030	Sr Custodian

Section 9. Subsection (d) of Section 1.8.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.8.2: WORK LOCATION PREMIUMS.

- (d.) Positions in Medical and Detention Facility Locations. Eligible employees assigned to work at a medical or detention facility as their primary work location shall be paid twenty-five cents (\$.25) per hour in addition to the salary prescribed for their class for each hour worked in the following locations.

Inpatient Units, Admissions and Screening:	
•	San Diego County Psychiatric Hospital
Initial Intake, Admissions and Screening of Kids:	
•	Polinsky Children's Center

Medication Management:	
•	Adult East County Mental Health Clinic
•	Adult Forensic Evaluation Services
•	Adult North Central Mental Health Clinic
•	Grantville
•	Southeast Mental Health Clinic Juvenile Forensic Services
•	Rosecrans Health Services Complex
Jail Information	
Booking Section	
Release Section	
Dispensary of the Sheriff's Department	
Psychiatric Security Unit at the Jail	
East Mesa Juvenile Detention Facility	
Rock Mountain Detention Facility	
Youth Transition Campus	
Jail Kitchens	
Sheriff's Central Production Center	
Sheriff's Central Laundry	

Eligible Classes:

002403	Accounting Technician
002430	Cashier
002493	Account Clerk
002494	Payroll Clerk
002510	Senior Account Clerk
002511	Senior Payroll Clerk
002513	Senior Cashier
002521	Account Clerk Specialist
002650	Stock Clerk
002655	Sr Storekeeper
002658	Storekeeper II (T)
002660	Storekeeper
002664	Pharmacy Stock Clerk
002700	Office Assistant
002706	Admissions Clerk
002707	Senior Admissions Clerk
002709	Departmental Clerk
002715	Records Clerk
002729	Office Support Specialist
002730	Senior Office Assistant
002745	Supervising Office Assistant
002756	Administrative Secretary I
002757	Administrative Secretary II
003046	Health Information Management Clerk
003049	Health Information Management Technician
003055	Senior Health Information Management Technician
004260	Pharmacy Technician
006405	Food Services Supervisor
006410	Senior Cook
006411	Cook

Eligible Classes:

006415	Food Services Worker
006530	Laundry Worker
007530	Sewing Room Supervisor

Section 10. Subsection (f) of 1.8.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.8.2: WORK LOCATION PREMIUMS.

- (f) Locked Facilities Premium. Eligible employees in the classes listed below shall be compensated an additional fifty cents (\$.50) per hour for each hour worked in a locked facility in the Sheriff's Department. This premium shall apply to time worked and shall not apply towards paid time off or to terminal payoff.

<u>Eligible Classes:</u>	
002650	Stock Clerk
005884	Building Maintenance Engineer
005885	Building Maintenance Supervisor
005905	Carpenter
005920	Electrician
005930	Mason
005940	Painter
005950	Plumber
005960	Air Conditioning & Refrigeration Mechanic
006161	Electronic Security & Systems Technician
006180	Welder
006200	Building Maintenance Assistant
006204	Carpenter Assistant
006224	Painter Assistant
006410	Senior Cook
006510	Senior Laundry Worker
007030	Senior Custodian
007099	Sheriffs Range Guard

Section 11. Subsection (c) and (d) of Section 1.9.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.9.2: BILINGUAL PREMIUMS.

- (c) Retention/Recruitment Bilingual Premium (All languages). The appointing authority may assign a qualified employee to perform bilingual duties in positions which have been identified and designated as requiring such bilingual skills. The Agency will recommend the effective date for bilingual pay as the date the employee is assigned such duties, or passes the bilingual proficiency test, whichever is later. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving the premium.

Class A: The rate for Class A bilingual skills is ninety dollars (\$90) biweekly; one dollar and twelve and a half cents (\$1.125) per hour for eighty (80) hours of paid service thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an 80-hour biweekly pay period, or to a position designated as requiring technical bilingual skills (reading, writing translation). The fifty percent (50%) usage

requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B:

The rate of Class B bilingual skills is forty-five dollars (\$45) biweekly; \$0.5625 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) hours or less in an 80-hour biweekly pay period. This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Eligible Classes:

005223	Human Services Specialist
004911	Social Services Aide
004913	Protective Services Assistant

For purposes of terminal pay, bilingual premium shall not be computed in the employee's base wage rate.

- (d) Bilingual Premium (Protective Service Worker/Social Worker Recruitment/Retention). The appointing authority may assign a qualified employee to perform bilingual duties in child welfare services and social worker positions which have been identified and designated as requiring bilingual skills. The Health & Human Services Agency will recommend the effective date for bilingual pay as the date the employee is assigned such duties or passes the bilingual proficiency test, whichever is later. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving the premium.

Class A:

The rate for Class A bilingual skills is one hundred thirty-five dollars (\$135) biweekly; \$1.6875 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an 80-hour biweekly pay period, or to a position designated as requiring technical bilingual skills (reading, writing and translation). The fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B:

The rate of Class B bilingual skills is sixty-seven dollars and fifty cents (\$67.50) biweekly; \$0.84375 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) or less hours in an 80-hour biweekly pay period. This fifty percent usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Eligible Classes:

005254	Senior Protective Services Worker
005253	Protective Services Worker
005261	Health Services Social Worker
005260	Social Worker III
005265	Social Worker II
005235	Social Worker I

For purposes of terminal pay, this bilingual premium shall not be computed in the employee's base wage rate.

Section 12. Section 1.11.6 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.11.6: PREMIUM FOR EMPLOYEES ASSIGNED TO A RURAL LIBRARY LOCATION.

The appointing authority may assign an employee to work at certain locations in the County which are removed from the major centers of population. All such locations are identified below as principal work locations and considered to be located in a rural library location. Employees eligible for this assignment premium shall be paid at a rate approximately five percent (5%) higher than the employee's base rate of compensation. Employees must be in a class designated as eligible and must be assigned to an eligible principal work location. This premium shall apply to time worked and shall not apply towards paid time off or to terminal payoff.

<u>Principal Work Locations:</u>	<u>Eligible Classes:</u>	
Alpine	004015 Library Technician II	
Borrego Springs	004016 Library Technician I	
Campo	004020 Library Technician III	
Crest	004021 Library Technician IV	
Descanso	004023 Librarian III	
Fallbrook	004024 Librarian II	
Fletcher Hills	004025 Librarian I	
Jacumba	004026 Librarian Substitute	
Julian		
Lincoln Acres		
Pine Valley		
Potrero		
Ramona		
Valley Center		

Section 13. Subsection (a) of Section 1.13.10 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.10: UNIFORM ALLOWANCE (INITIAL ISSUE AND MAINTENANCE / REPLACEMENT).

(a) Hard Toe Shoes/Non-slip Safety Shoes:

(1) Employees in the following classes shall be reimbursed or issued a voucher for:

Three hundred dollars (\$300) for departmental approved, hard-toe shoes or non-slip safety shoes. If hard-toe shoes or non-slip safety shoes are deemed appropriate by the department for employees in other classes, these employees shall also be reimbursed or issued a voucher for three hundred dollars (\$300) for departmental approved hard-toe shoes. Employees may accrue up to three (3) years' worth of reimbursement for the purchase of safety footwear. Employees who do not spend three hundred dollars (\$300) in the previous fiscal year shall have up to six hundred dollars (\$600) available in the second year. Employees who do not spend three hundred dollars (\$300) in each of the two (2) previous fiscal years shall have up to nine hundred dollars (\$900) available in the third year. Maintenance after purchase and reimbursement will be the responsibility of the employee. A portion of the reimbursement allowance can also be used for shoe repair and inserts.

Hard-Toe Shoes/Non-Slip Safety Shoes

Eligible Classes:

006035	Equipment Operator
006036	Sr Equipment Operator
006345	Sr Park Maintenance Worker
006347	Park Maintenance Worker
007030	Sr Custodian
007035	Healthcare Agency Housekeeper
007036	Sr Healthcare Agency Housekeeper
007070	Wastewater Plant Operator II
007071	Wastewater Plant Operator I
007515	Stores Delivery Driver
007540	Construction & Services Worker

Section 14. Section 1.14.6 is hereby added to read as follows:

Section 1.14.6: SHERIFF'S DETENTIONS CLASSIFICATION PREMIUM.

Employees in classes designated below who occupy positions which are assigned to institutional work locations and who are assigned to a work station located within the specified institution, facility, locked ward or unit, or other specifically identified site, as the employee's principal workstation, shall receive additional compensation of approximately ten percent (10%) above their regular base pay rate for such assignment. This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

Eligible Classes:

004626	Sheriff's Detentions Licensed Vocational Nurse
004546	Sheriff's Detentions Supervising Nurse
004548	Sheriff's Detentions Nurse
005279	Sheriff's Detentions, Mental Health Clinician
005280	Sheriff's Detentions, Chief Mental Health Clinician

Section 15. Section 1.14.7 is hereby added to read as follows:

Section 1.14.7: ENGINEER PREMIUM.

Employees in classes designated below shall receive additional compensation of approximately five percent (5%) above the employee's base pay. This premium shall apply to time worked only and shall not apply toward paid time off or to terminal payoff.

Eligible Classes:

003615	Asst Engineer
003635	Civil Engineer
003720	Sr. Civil Engineer

Section 16. Section 2.1.4 of the Compensation Ordinance is hereby added to read as follows:

SECTION 2.1.4: RELOCATION ALLOWANCE FOR RECRUITMENT FOR CLASSIFICATIONS DESIGNATED AS DS OR SM.

- (d) Sheriff's Department. Upon determination by the appointing authority and approval by the Chief Administrative Officer or designee, that relocation allowance is appropriate to facilitate recruitment or selection for an appointment to a vacant position in a class designated DS or SM, a relocation allowance in an amount not to exceed \$15,000 may be authorized for the actual and

reasonable relocation expenses incurred incidental to relocation of the appointee and their immediate family to San Diego County. Expenses may include, but are not limited to, personal transportation, moving expenses for household goods, and temporary housing arrangements. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Auditor & Controller prior to reimbursement.

Section 17. Section 2.1.10 of the Compensation Ordinance is hereby added to read as follows:

Section 2.1.10: RECRUITMENT BONUS.

New employees hired between September 9, 2022 and September 9, 2023 in the eligible classifications listed below qualify for a recruitment bonus to be paid as follows:

\$1,250	Upon completion of the hiring process
\$1,250	After successful completion of the probation period

Eligible Classes:	
003635	Civil Engineer
004158	Deputy Medical Examiner I
004159	Deputy Medical Examiner II
006035	Equipment Operator

Current employees do not qualify under this program.

Section 18. Section 2.1.17 of the Compensation Ordinance is hereby added to read as follows:

Section 2.1.17: HARD TO RECRUIT REFERRAL REWARD PROGRAM.

Employee Eligibility:

- A. Only regular County of San Diego employees are eligible to submit referrals under this program with the following exceptions:
 - 1) Employees working in the human resources field;
 - 2) Those employees who have responsibility for recruitment as part of their assigned job duties, including individuals assigned on a temporary basis to carry out specialized recruiting activities unless it can be verified that the recruitment did not occur during that activity; and
 - 3) All elected and unclassified employees.
- B. Eligible employees must be active at the time of referral and active at the time of reward to receive payment of reward.
- C. Hard to Recruit Positions are defined as the following*:
 - 002387 – Quality Assurance Specialist
 - 002820 – Sheriff’s Emergency Services Trainee
 - 002822 – Sheriff’s Emergency Services Dispatcher
 - 003615 – Asst Engineer
 - 003635 – Civil Engineer
 - 003720 - Senior Civil Engineer
 - 003785 – Land Surveyor
 - 003812 – Engineering Technician III
 - 003813 – Engineering Technician II

003814 – Engineering Technician I
 004158 – Deputy Medical Examiner I
 004159 – Deputy Medical Examiner II
 004162 – Medical Consultant
 004196 – Psychiatrist
 004199 – Psychiatrist Specialist
 004304 – Utilization Review Quality Improvement Supervisor
 004314 – Utilization Review Quality Improvement Specialist
 004346 – Public Health Microbiologist
 004348 – Supervising Public Health Microbiologist
 004353 – Senior Public Health Microbiologist
 004517 – Certified Nurse Practitioner
 004525 – Psychiatric Nurse
 004533 – In-Service Education Coordinator
 004538 – Staff Nurse
 004544 – Supervising Nurse
 004546 – Sheriff's Detentions Supervising Nurse
 004548 – Sheriff's Detentions Nurse
 004565 – Public Health Nurse
 004567 – Senior Public Health Nurse
 004570 – Public Health Nurse Supervisor
 004625 – Licensed Vocational Nurse
 004626 – Sheriff's Detentions Licensed Vocational Nurse
 005045 – Clinical Psychologist
 005087 – Sr Clinical Psychologist
 005102 – Licensed Mental Health Clinician
 005253 – Protective Services Worker
 005279 – Sheriff's Detentions, Mental Health Clinician
 005280 – Sheriff's Detentions, Chief Mental Health Clinician
 005746 – Deputy Sheriff
 005757 – Deputy Sheriff – Detentions/Court Services
 006035 – Equipment Operator

*Any other classification identified by the Department of Human Resources.

D. Amount of Referral Reward:

The amount of referral reward will be a gross payment of \$1,000 and will be paid through the regular payroll advice/warrant.

E. Referrals Eligible for Referral Reward:

- 1) Referrals only qualify under this program if a written referral is made by an eligible employee during the recruitment period.
- 2) Current employees do not qualify as “applicants” to be referred under this program.
- 3) Immediate family of the referring employee do not qualify as “applicants” to be referred under this program. Immediate family includes husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, any person serving as a parent or who has served as a parent, or any other person living in the same household as the employee.
- 4) An employee is only eligible to receive up to five (5) referral reward payments per fiscal year, regardless of the total number of referrals made by the employee that meet the criteria for successful completion of the program.

- 5) Applicant must be hired as a regular County employee in one of the identified hard to recruit positions.

F. Process for Receiving Referral Reward:

Confidential Referral Form:

- 1) The referring employee must complete and submit a Confidential Referral Form to the Department of Human Resources. The Confidential Referral Form must be submitted electronically before the referred candidate submits application.
- 2) Payment of the referral reward will be subject to verification that all required parties have met the eligibility requirements.
- 3) Verbal referrals will not be accepted.
- 4) Only one employee may qualify for the referral reward for each referred candidate. In the event of multiple Confidential Referral Forms for the same candidate, the Confidential Referral Form with the earliest time/date stamp will be used in determining eligibility for reward.

G. Reward payment will be made in the following manner:

- 1) The recruited employee must complete three (3) months of paid service as a regular County employee in one of the identified hard to recruit positions in order for the \$1,000 referral reward to be paid to the employee who made the referral.
- 2) A gross payment of \$1,000 will be made to the referring employee through the regular payroll advice or warrant.
- 3) The decision to award or deny payment under this Hard to Recruit Referral Reward Program shall be at the sole discretion of the County and shall not be subject to appeal or grievance.

H. Duration.

- 1) This program shall be in place through September 9, 2023.

Section 19. Subsection (e)(1)(e) of Section 4.2.1 of the Compensation Ordinance is hereby added to read as follows:

SECTION 4.2.1: VACATION.

- (a) Definition. Vacation is paid time off earned by eligible employees to refresh and rejuvenate.
- (b) Eligibility. To earn vacation credit, or become entitled to take vacation, an employee must be paid at a biweekly rate (i.e. a “regular employee” per Section 1.1.3 (Definitions). Where the rate of pay of an employee is changed to an hourly, per diem, per clinic, per license issued or any other rate of pay other than a biweekly rate, such employee shall not be entitled to any vacation and shall discontinue earning vacation credit. Such employee shall be paid the monetary value of all their unused vacation credit and for any vacation earned but not yet credited to them at the time of the change in their rate of pay.
- (c) Availability of Credit and Minimum Unit. Vacation credits shall become available for use on the first day of the period of paid service following the pay period in which they were earned. Vacation credit shall be accrued and used in tenths of hours.

- (d) Holidays During Vacation. Paid holidays immediately preceding, immediately following or wholly within the vacation period shall not be charged as vacation, except that when the eligible employee is paid the monetary value of vacation or granted pre-retirement terminal vacation, such paid holidays shall be charged as vacation.
- (e) Vacation Earnings.
 - (1) General Principles.
 - (a) Continuous Service. Vacation credits are earned by having the stated years of continuous service during present employment.
 - (b) Credits Earned. Credits are earned for each hour of regularly scheduled paid service, including Voluntary Time Off (VTO) and Work Furlough, but not including overtime.
 - (c) Change in Earnings Rate. A change in the rate of vacation earned by an eligible employee shall be made only at the beginning of the pay period following the employee's eligibility for the different rate.
 - (d) Return to Duty Following Layoff or Disability Retirement. When an employee is reinstated after layoff or disability retirement, the continuous service date held immediately prior to the layoff or disability shall be used for vacation computation.
 - (e) Recognition of prior public service. In recognition of time worked for a public employer immediately prior to being hired by the County of San Diego, newly hired employees "lateral deputies" will be given an initial amount of 42.5 hours of vacation in the first payroll period of paid service. Lateral deputies that leave County employment within six months of the date of hire are not eligible to cash out any remaining amount of the initial unaccrued 42.5 hours of vacation. Newly hired "lateral deputies" may be credited for their time worked at the immediately prior public employer for purposes of calculating vacation accrual allowing the employee to accrue vacation hours at a higher rate.

Eligible Classes:

005746 Deputy Sheriff
 005757 Deputy Sheriff's – Detentions/Court Services

Section 20. 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.
 - (1) Earn Rate. Eligible employees shall earn sick leave credit at the rate of five percent (5%) of the employee's regularly scheduled hours per standard work period. The hour/day approximate equivalent sick leave accrual for full-time employees over one year (26 pay

periods) is one hundred ten and one-half (110½) 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-and-one-quarter (4.25) hours at the beginning of the standard work period following the one in which it was earned.

Eligible Classes: Classes designated DS and SM.

- (2) Irregular or Rotating Shifts. Paid service during one (1) pay period shall not be considered in computing sick leave earned during any other pay period except when a full-time employee works irregular or rotating shifts that average the full schedule, as defined in Section 1.5.1 (Work Periods). Such employee shall earn the normal full amount of sick leave, but not more than the normal full amount, for each such pay period worked.
- (3) Advanced Credit. Employees first employed, or reemployed after a break in service when earned sick leave is not restored, shall be advanced eighty (80) hours of sick leave credit at the time of employment. Employees receiving advanced sick leave credit shall not accrue additional sick leave credits during the pay periods that the credited 80 hours were advanced.

Eligible Classes: Classes designated CEM, EM, MA, NM, NA, NE, NS and UM.

- (4) Pandemic Advanced Credit Leave. During a Pandemic, as declared by the Board of Supervisors and/or Chief Administrative Officer, 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.
 - (e) This leave shall not be available to any employee currently on an approved leave of absence.
 - (f) Eligibility.

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 21. Subsection (d) (1-3) of Section 4.3.11 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.3.11: VOLUNTARY TIME OFF.

- (a) Definition. Notwithstanding any other provision of this article, the appointing authority may for good cause grant an eligible permanent or probationary employee a voluntary leave of absence without pay with right to return to the same position. The employee's request for voluntary time off pursuant to this section shall be for the personal reasons of the employee to handle their personal affairs.
- (b) Conditions. Voluntary time off (VTO) is subject to the following conditions:
- (1) Shall be taken in increments of one full-hour for all eligible employees.
 - (2) Credits toward sick leave, vacation, retirement, and holiday eligibility shall accrue as though the employee were on paid status. With respect to employees eligible to receive retirement benefits under Tier I, Tier II, Tier A and Tier B, credits toward retirement shall accrue as though the employee were on paid status. The County shall pay for each employee the required retirement contribution consisting of the County's required contribution and the employee's required contribution. The County's payment of the employee's required contribution shall include the County's retirement contribution offset calculated pursuant to the provisions of Article 5.6 of the County Compensation Ordinance. Employees eligible to receive retirement benefits under Tier C (County Compensation Ordinance Section 5.6.1(3)(g)) shall not accrue retirement credits while on VTO.
 - (3) Shall apply toward time in service for step advancement, completion of probation, and toward seniority for purposes of layoff.
 - (4) Shall be granted without requiring employees to first use accumulated vacation and compensatory time off.
 - (5) Shall be available only to employees who are on paid status the entire workday immediately before as well as immediately after time taken off.
 - (6) Shall not be available to employees on other leave without pay, nor shall it be used in combination with paid leave which must be exhausted prior to commencing other leave without pay.
 - (7) Voluntary time off authorized per biweekly pay period shall not exceed one-half of the employee's total number of authorized hours for the biweekly pay period and, VTO shall not be used in more than two consecutive pay periods at a time.
- (c) Eligibility. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DS, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SM, SO, SS, SW and UM are eligible for participation in this program of voluntary time off.
- (d) Duration. This section shall only be operative through:
- (1) June 23, 2025 for classes designated AE, AM, AS, CC, CL, CM, CR, CS, DA, FS, HS, MM, PD, PM, PR, PS, RN, SS and SW, and
 - (2) June 23, 2025 for classes designated CE, CEM, EM, MA, NA, NE, NM, NS, and UM; and
 - (3) June 23, 2026 for classes designated DI, DM, DS, PO, SM, and SO.

at that time, is repealed unless otherwise extended by ordinance action of the Board of Supervisors.

Section 22. Operative Date. Operative dates by specified section are listed in the table below.

Section Number	Operative Date
Section 1	10/7/22
Sections 2-6	9/9/22
Section 7	9/23/22
Sections 8-10	9/9/22
Section 11	11/19/22
Sections 12-21	9/9/22

APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL

BY: Frances Rogers, Senior Deputy County Counsel