

THE BOARD OF SUPERVISORS  
OF THE COUNTY OF MADERA  
STATE OF CALIFORNIA

In the Matter of )  
 ) Resolution No.: 2016-257  
 )  
COMPENSATION FOR COUNTY ) RESOLUTION ADOPTING SALARY  
OFFICERS AND EMPLOYEES ) AND FRINGE BENEFIT SCHEDULES  
 )  
\_\_\_\_\_ )

**WHEREAS**, Section 2.60.165 of the Madera County Code authorizes, except as otherwise provided by State Law, the compensation of officers and employees of the County of Madera to be established by Resolution of the Board of Supervisors.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Madera, a political subdivision of the State of California, that the following is, adopted:

**SECTION 1 - TITLE.** This Resolution shall be cited as the Salary and Fringe Benefit Resolution of the County of Madera.

**SECTION 2 - SALARY SCHEDULES.** All officers and employees of the County of Madera shall be employed and serve pursuant to applicable state statutes and ordinances, rules, and regulations of the County of Madera, and shall receive the compensation established herein. Except as otherwise provided in this Resolution, salaries shall be at the applicable salary rates designated on the attached Salary Schedules and accompanying Tables (hereafter, "Salary Schedules"). The Salary Schedules shall show the salary range number and the rates to be paid at each step within the range for full-time service. Hourly rates shall be used only when monthly rates cannot reasonably be used or when so prescribed.

All Classified/Unrepresented Employees placed on Step A of the salary range will remain on Step A for twelve (12) months before being eligible for movement to Step B.

**SECTION 3 - FRINGE BENEFITS' SCHEDULE.**

- a. **Fringe Benefits for Classified/Represented Employees.** Employees whose positions are included within the Salary Schedule for Classified Employees, and whose classifications are assigned to various employee representation units for collective bargaining purposes, shall be entitled to receive those fringe benefits delineated in the most current Memoranda of Understanding ("MOUs") between the County and the employee representation unit to which the employees' classifications have been assigned.
- b. **Fringe Benefits for Classified/Unrepresented Employees.** Employees whose positions are included within the Salary Schedule for Classified Employees, and whose classifications are designated as "Unrepresented" for collective bargaining purposes, shall be entitled to receive certain fringe benefits as indicated on the attached Fringe Benefit Schedule and accompanying Appendix.
- c. **Fringe Benefits for Unclassified Employees.** Officers and Employees whose positions are included within the Salary Schedule for Unclassified Employees, and whose salaries are paid by reference to a salary range, shall be entitled to receive the fringe benefits indicated on the attached Fringe Benefit Schedule and accompanying Appendix.

- d. **Elective Officers.** County Officers within the elective service whose fringe benefits are not otherwise established by State law shall be entitled to receive the fringe benefits indicated on the attached Fringe Benefit Schedule and accompanying Appendix.
- e. **Non-Elected Department Heads.** Officers and Employees whose Department Head positions are non-elected and are included within the Salary Schedule shall be entitled to receive the fringe benefits indicated on the attached Fringe Benefit Schedule and accompanying Appendix.

**SECTION 4 - FRINGE BENEFITS FOR EXTRA-HELP EMPLOYEES.**

Generally, the fringe benefits provided hereunder shall not be provided to extra-help employees, except that certain fringe benefits shall be provided to such employees as follows:

- a. In the next succeeding month following the completion of one thousand (1,000) hours of paid employment within a fiscal year, an extra-help employee shall be entitled to participate in the Public Employees' Retirement System's Retirement Plan. The County shall contribute its portion of the retirement contribution for each succeeding month of employment in which the employee works.
- b. To be in compliance with the large employer mandates of the Federal Affordable Care Act, effective January 1, 2015, and in the next succeeding month following the completion of an initial twelve (12) month measurement period whereby an extra-help employee averages at least 130 hours of paid employment per month, the extra-help employee shall

be entitled to participate in the Public Employees' Health Insurance Plan. For purposes of determining eligibility to participate in the Health Insurance Plan, extra-help employees hired on or before December 1, 2013, will have an initial twelve (12) month measurement period of December 1, 2013 to November 30, 2014. Extra-help employees hired after December 1, 2013 will have an initial measurement period of twelve (12) months that begins on their hire date if they start on the first of the month, otherwise it shall start on the first of the following month. Extra-help employees who are identified upon hire as anticipated to average at least 130 hours of paid employment per month over their initial twelve (12) month measurement period, as determined by the hiring authority and the Deputy CAO – Human Resources/Operations, will be entitled to participate in the health plans on the first of the month following one full month of employment. The County shall contribute its portion of the health plan contribution for each succeeding month of employment in which the employee works. Should the employee have insufficient earnings to pay his or her share of any health insurance premiums, the employee will be afforded the opportunity to contribute the balance of the full health insurance premium for that month. These provisions will not affect the extra-help employee's right to continue coverage under COBRA, the County's portion of retirement contributions, or an extra-help employee from requalifying for health plan contributions should he or she meet the

130 hours or more per month average in a subsequent measurement period.

- 
- c. After the initial twelve (12) month measurement period, an extra-help employee's hours will be measured on an annual basis to qualify for initial or continued benefits and the County's portion of health plan contributions. The eligible extra-help employee will be required to average at least 130 hours of paid employment per month during the County's standard measurement period from December 1 to November 30 of each year. An extra-help employee entitled to participate in the Health Insurance Plan, as determined by the initial or standard measurement period, will be entitled to participate for the subsequent twelve (12) months (which is the stability period).

\*For specific details about the Federal Affordable Care Act and the County's Compliance/Implementation Plan, please see the Board-approved Action Item dated August 26, 2014, and any subsequent amendments.

- d. In the next succeeding month following the completion of one thousand (1,000) hours of paid employment within a twelve (12) month period at the "A" step of a salary range, an extra-help employee shall be entitled to be considered for advancement to the "B" step of the salary range of the classification in which employed;
- e. After the completion of two thousand (2,000) hours of paid employment (in which there has not been a termination and subsequent re-employment)

at the "B" step of a salary range, an extra-help employee shall be entitled to be considered for advancement to the "C" step of the salary range; and

- 
- f. An extra-help employee shall be entitled to be considered for advancement to step increases up to and including the "E" step of the salary range of the classification after each two thousand (2,000) hours of paid employment (in which there has not been a termination and subsequent re-employment).
- g. Effective July 1, 2015, extra help employees (excluding retired annuitants) who are employed with the County of Madera for 30 days or more between January 1, 2015 and June 30, 2015 shall be credited with twenty-four (24) hours of paid sick leave.
1. Said extra help employees shall be eligible to utilize the credited hours once they are employed by the County for ninety (90) days. For example, an extra help employee who is hired June 1, 2015 will be eligible to utilize the twenty-four (24) hours beginning September 1, 2015.
  2. These extra help employees shall be credited with twenty-four (24) hours of sick leave each July 1<sup>st</sup> thereafter.
  3. The credited hours shall not have a cash value at the time of separation/termination, and shall not carry over from year to year.
- h. Extra help employees (excluding retired annuitants) who are hired on or after July 1, 2015, shall be credited with twenty-four (24) hours of paid sick leave thirty (30) days after the employees 1<sup>st</sup> day of employment ("anniversary date").
1. Said extra help employees shall be eligible to utilize the credited hours once they are employed by the County for ninety (90) days. For example, an extra help employee who is hired August 1, 2015 will be credited with the twenty-four (24) hours on September 1,

2015, and will be eligible to utilize the twenty-four (24) hours beginning November 1, 2015.

2. These extra help employees shall be credited with twenty-four (24) hours of sick leave each year on their anniversary date.
  3. The credited hours shall not have a cash value at the time of separation/termination, and shall not carry over from year to year.
- i. Regardless of the date of hire, if an extra help employee separates and returns to work within twelve (12) months, he/she shall be credited with the sick leave hours that were accrued and unused at the time of separation. This will not preclude the extra help employee from receiving the annual twenty-four (24) hours of sick leave pursuant to subsection h above; however, the accrued and unused hours, and the new frontloaded hours, must be utilized at the conclusion of the first twelve (12) month reemployment period. These hours shall have no cash value and they shall not carry over to the next succeeding twelve (12) month employment period. Reemployed extra help employees who fall under the provisions of this subsection shall be credited with paid sick leave hours pursuant to subsection h above for each subsequent year of employment.
  - j. Regardless of the date of hire, if an extra help employee's regularly scheduled work shift is greater than eight (8) hours per day, he or she is entitled to 3 days of paid sick leave per year.
  - k. Extra help employees who are provided with paid sick leave shall only utilize such leave upon the approval of the appointing authority and only in case of any of the following:

1. The extra help employee's absence required by his/her bona fide illness or injury causing inability to work.
2. Exposure to contagious disease requiring quarantine.
3. To obtain a diagnosis, consultation, care or treatment of an existing health condition, or the preventative care, for the extra help employee or for an extra help employee's family member as provided for pursuant to Labor Code section 246.5.
4. An extra help employee who is a victim of domestic violence, sexual assault or stalking as provided by Labor Code section 246.5.

Family member is defined as the extra help employee's spouse, child, parent, registered domestic partner, grandparent, grandchild, or sibling. Child may include biological, adopted, foster, step, legal ward or a child to whom the extra help employee stands loco in parentis. The definition of child applies regardless of age or dependency status. Parent may include biological, adoptive, foster, step, legal guardian of the extra help employee or the extra help employee's spouse or registered domestic partner, or a person who stood in loco parentis when the extra help employee was a minor.

**SECTION 5 - UNIFORM ALLOWANCES.** The person employed in the position of Corrections Director shall be entitled to receive a uniform allowance at the rate of Thirty Dollars (\$30.00) per month.

**SECTION 6 - MEMBERSHIP FEES.** The County shall pay the basic annual or periodic membership fees on behalf of persons employed in permanently allocated positions that require active membership, license, registration or certification.

**SECTION 7 - COLLECTIVE BARGAINING STATUS.** Nothing in this Resolution shall be construed as changing or otherwise affecting the status of any officer or employee for the purposes of collective bargaining.

**SECTION 8 - IMPLEMENTATION.** The Auditor-Controller and the Deputy CAO - Human Resources/Operations are authorized and directed to take such actions as may be necessary to carry out the purpose and intent of this Resolution.

**SECTION 9 - REPEAL; EFFECTIVE DATE.** Resolution No. 2016-036, adopted on March 15, 2016, and all amendments thereto, is hereby repealed. This resolution shall take effect immediately.

///

///

///

///

///

///

///

///

///

///

///

///

///

\* \* \* \* \*

The foregoing Resolution was adopted this 23<sup>rd</sup> day of August, 2016,

by the following vote:

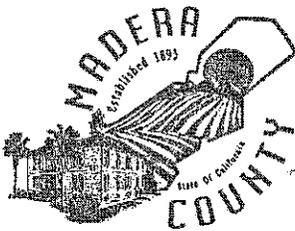
Supervisor Frazier voted: yes

Supervisor Rogers voted: no

Supervisor Farinelli voted: no

Supervisor Rodriguez voted: yes

Supervisor Wheeler voted: yes



[Signature]  
Chairman, Board of Supervisors

ATTEST:

[Signature]  
Clerk, Board of Supervisors

Approved as to Legal Form:  
COUNTY COUNSEL

By: [Signature]  
Regina A. Gaska

## APPENDIX - FRINGE BENEFIT SPECIFICATIONS

**Bilingual Compensation.** Any eligible Officer or Employee determined by the Human Resources/Operations Division to proficiently communicate in a second language may be eligible for additional compensation. For positions identified as requiring the use of this second language at least 25% of the work time, the supplemental compensation shall be Forty-Five Dollars (\$45.00) per month. Officers and Employees receiving more than Forty-Five Dollars (\$45.00) per month as of June 30, 1994, shall continue to receive the amount paid as of that date. For those positions approved for occasional use of the second language, the supplemental compensation shall be Twenty Dollars (\$20.00) per month.

The County Administrative Officer shall determine the required language and the number of positions that will be authorized to receive bilingual compensation.

In order to be eligible for bilingual pay, an employee must proficiently speak or communicate in another language. To qualify for occasional use the employee must be tested by the Human Resources/Operations Division to demonstrate proficiency in communicating the second language. To qualify for the Forty-Five Dollars (\$45.00) per month differential the employee must demonstrate use of the language for at least 25% of the time worked. This is achieved by filling out a work activity log. The Human Resources/Operations Division will provide an employee with a work activity log along with an explanation for filling out the log. The log must be filled out over ten (10) consecutive working days and must be signed off by the employee's immediate supervisor. The log is then submitted to the Human Resources/Operations Division for verification that the other language was spoken 25% or more of the employee's work time.

If the time is verified, a proficiency examination must then be taken, unless it has already been completed on the basis of occasional use. As with occasional use, if the employee is deemed proficient in the language as a result of testing administered by the Human Resources/Operations Division, the employee will qualify for the bilingual premium. Premium pay for either occasional use or 25% use will be effective either the first of the month following the date that the Department certifies that bilingual services began or the 1st day of the month following the submission of the work activity log to the Human Resources/Operations Division. In the second case, a pay adjustment will be made if the proficiency examination causes a delay in processing.

If an Officer or Employee fails to meet the 25% time qualification or does not pass the proficiency examination, the Officer or Employee must wait six (6) months to again be considered for the bilingual premium.

**Deferred Compensation.** The County shall continue to make available to eligible Officers and Employees the opportunity to participate, on a voluntary basis, in a tax-qualified deferred compensation program. Officers and Employees shall be allowed to contribute funds to said program through the use of payroll deductions.

**Health and Welfare.** The County shall maintain medical coverage as provided by the Public Employees' Retirement System (PERS). The County agrees to fund and maintain the health benefit program at the contribution rate of 95% for single member coverage and an additional 50% for either two-party or dependent coverage using the lowest premium rate structure of CalPERS HMO health plan (excluding Kaiser) offered Dental Program, and the Vision Service Plan.

///

///

Any Officer or Employee providing evidence of health coverage from an outside source, comparable to the coverage options with the County of Madera, will be eligible to have the County pay One Hundred Dollars (\$100.00) per month into a deferred compensation account for the Officer or Employee in lieu of participation in the County health benefit program.

Any Elective Officer or Non-elected Department Head providing evidence of health coverage from an outside source, comparable to the coverage options with the County of Madera, will be eligible to have the County pay each month into a deferred compensation account for the eligible Officer or Employee, in lieu of participation in the County health benefit program, a sum equal to the County's maximum contribution rate for single member health insurance coverage. This payment is in lieu of and not in addition to the One Hundred Dollars (\$100.00) per month provided for above.

The County shall contract with a licensed health care services provider for an Employee Assistance Program that will provide Officers and Employees and their dependents confidential behavioral health counseling for a total of up to three (3) visits each six (6) months with a cost to the County not to exceed Two Dollars (\$2.00) per month per covered Employee.

**Holidays.** The following days are established as holidays for eligible Officers and Employees:

- ///
- ///
- ///
- ///
- ///
- ///

NEW YEAR'S DAY, January 1st  
MARTIN LUTHER KING, JR. DAY, the third Monday in January  
PRESIDENT'S DAY, the third Monday in February  
MEMORIAL DAY, the last Monday in May  
INDEPENDENCE DAY, July 4th  
LABOR DAY, the first Monday in September  
VETERANS' DAY, November 11th  
THANKSGIVING DAY, the fourth Thursday in November  
\*Friday after Thanksgiving  
CHRISTMAS DAY, December 25th  
\*TWO FLOATING HOLIDAYS  
\*8-HOUR WINTER HOLIDAY (December 24<sup>th</sup>)

\* Refer to applicable Memoranda of Understanding for provisions.

Floating Holidays may be requested for any day of the year except as otherwise provided herein. Floating holidays will be scheduled in accordance with the provisions of Madera County Code section 2.60.590.

In addition, any day specified as a holiday (not to be confused with days of thanksgiving, prayer, fasting or otherwise) by executive order of the Governor of the State of California or the President of the United States of America shall be a paid holiday.

Effective January 1, 2011, whenever a holiday falls on a Saturday or a Sunday, the previous Friday or the following Monday respectively shall be recognized in lieu thereof. Any eligible officer or employee whose regularly scheduled day off falls on a holiday or who is otherwise required to work on a holiday shall be entitled to a day off with pay to be taken in accordance with the provisions of Madera County Code section 2.60.590.

**Life Insurance.** The County shall provide eligible Officers and Employees with ~~Group Term Life Insurance coverage with a policy value of \$50,000.00 per covered~~ Officer or Employee. Eligible Officers and Employees may purchase additional coverage under the policy at their own expense.

**Long-term Disability Insurance.** The County shall provide eligible Officers and Employees with Long-term Disability Insurance coverage. The coverage shall include a ninety (90) day elimination period, coverage to age 65, and provide benefits equal to 60% of monthly earnings, to a maximum benefit of \$6,000.00 per month.

**Longevity Pay.** Effective the month following completion of ten (10) years continuous full-time, satisfactory service with the County, exclusive of approved leave without pay, an eligible Officer or Employee shall, in addition to his/her regular salary, receive longevity pay equivalent to the difference between his/her regular salary or salary step and the same salary or salary step which is five percent (5%) higher.

In addition to the benefits provided after ten (10) years' service, an eligible Officer or Employee, effective the month following fifteen (15) years continuous full-time satisfactory service, shall receive additional longevity pay equivalent to the difference between his/her regular salary or salary step and the same salary or salary step which is two and one-half percent (2-1/2%) higher. Effective the month following twenty (20) years continuous full-time satisfactory service, an eligible Officer or Employee shall receive additional longevity pay equivalent to the difference between his/her salary or salary step and the same salary or salary step which is two and one-half percent (2-1/2%) higher.

///

///

**Management Leave.** In lieu of Overtime Compensation, eligible overtime exempt Officers and Employees shall receive forty-eight (48) hours of annual paid management leave, separate from or in conjunction with other established leave balances. Non-elected Department Heads shall receive forty (40) hours of annual paid management leave, separate from or in conjunction with other established leave balances. Management leave shall not be accumulated from one fiscal year to the next.

**PERS Paid.** The County shall pay, on behalf of Elective Officers and Non-elected Department Heads, the employee's share of required contributions to the Public Employees' Retirement System ("PERS") for those Elective Officers and Non-Elected Department heads with current or prior qualifying public sector service that establishes eligibility as a "classic member" pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. Payments made pursuant to this provision shall not be reported to PERS as "additional compensation" for any of said Officers and Employees.

Elective officers and Non-Executive Department Heads with no current or prior qualifying public sector service, and who are defined as a "new member" pursuant to the provisions of the Act and CalPERS Regulations, will not receive a County-paid employee share of the required contributions and will have to pay at least one-half (½) of the normal retirement cost.

Those Elective Officers who do not contribute to the Public Employees' Retirement System (PERS), pursuant to Government Code sections 20320-20325, shall be eligible to have an amount equal to the employee's share of PERS deposited into a deferred compensation account for the Elective Officer in lieu of participation in the County's retirement plan.

**Personal Vehicle Usage.** When an Officer or Employee, at his/her option, volunteers usage of his/her personal motor vehicle for County business travel, the County of Madera shall compensate the Officer or Employee for the use of the vehicle at the rate established from time-to-time by the Board of Supervisors.

**Rest Periods.** Eligible Officers and Employees shall be allowed rest periods once before the lunch break and once after the lunch break not to exceed fifteen (15) minutes during each work shift. Rest periods will be scheduled by the employer consistent with the workload and in accordance with the requirements of the Department.

**Retirement.** The County shall maintain the current retirement contracts with Public Employees' Retirement System to provide an option for Officers and Employees to purchase military service credit at their own expense.

**Sick Leave.** Officers and Employees receiving Disability Benefits, Workers' Compensation Temporary Disability Benefits and/or Social Security Disability benefits, may elect to integrate leave benefits (sick leave, vacation, overtime, holiday compensation) and will be charged the equivalent time off, to the nearest quarter hour, to have their gross monthly salary when added to these benefits equal their gross salary when not receiving such benefits, for each day of disability payment until leave balances are exhausted.

Officers and Employees who are on leave without pay status due to an on-the-job injury shall continue to accrue sick leave benefits for a period not to exceed three (3) months.

Except as hereinafter provided, sick leave pay shall be granted only in cases of:

- a) The employee's absence required by his/her bona fide illness or injury causing inability to work.
- b) Exposure to contagious disease requiring quarantine.
- c) To obtain a diagnosis, consultation, care or treatment of an existing health condition, or the preventative care, for the employee or for an employee's family member as provided for pursuant to Labor Code section 246.5.
- d) An employee who is a victim of domestic violence, sexual assault or stalking as provided by Labor Code section 246.5.

Officers and Employees shall be allowed eight (8) hours of sick leave credit for each month of continuous full-time service and shall not be limited in the number of sick leave hours to accumulate.<sup>1\*</sup> Upon termination of employment, in addition to their regular compensation, eligible Officers and Employees shall be compensated for accrued sick leave balances according to the attachment entitled Table "C."

For the purpose of calculation, the first seventy-five (75) days of sick leave accrual shall be compensated at a rate not to exceed 50% of the current hourly rate as shown in Column "A" of Table "C." For additional sick leave days accrued above seventy-five (75) days, but not exceeding one hundred fifty (150) days, sick leave compensation shall be paid at the rate shown in Column "B" of Table "C." For sick leave days accrued in excess of one hundred fifty (150) days, compensation shall be at the rate shown in Column "C" of Table "C."

For purposes of computing compensation of unused sick leave at termination for Officers and Employees currently in permanently allocated positions as of October 1, 1983 with more than twenty (20) years' service shall be entitled to the percentage of sick leave compensation in effect prior to October 1, 1983 (Madera County Code

---

<sup>1\*</sup> Some exceptions apply. Refer to applicable Memoranda of Understanding.

section 2.60.540) on accrued sick leave up to the number of days that existed as of October 1, 1983. Total sick leave above the October 1, 1983 balance will be computed in accordance with Columns "A," "B" and "C" of the Table. Additional years of service after October 1, 1983 will not be used for the calculation of unused sick leave at termination.

Officers and Employees shall be eligible to participate in the Catastrophic Leave Program.

**Special Leave with Pay.** An eligible Officer or Employee shall be granted special leave with pay not to exceed a total of eighty (80) hours in any one calendar year to be charged to sick leave in the event of an illness of or preventative care for the employee's family member. Family member is defined as the employee's spouse, child, parent, registered domestic partner, grandparent, grandchild, or sibling. Child may include biological, adopted, foster, step, legal ward or a child to whom the employee stands loco in parentis. The definition of child applies regardless of age or dependency status. Parent may include biological, adoptive, foster, step, legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the EMPLOYEE was a minor.

Bereavement Leave, not to be charged to any leave balance, of three (3) days (twenty-four hours) will be allowed for the death of a father, father-in-law, mother, mother-in-law, brother, sister, child, spouse, or registered domestic partner. An eligible Officer or Employee shall be granted special leave with pay not to exceed a total of fifty-six (56) hours in any one calendar year to be charged to sick leave in the event of a death of a member of the Officer or Employee's immediate family. "Immediate family" is defined as spouse, registered domestic partner, children, step-children, parents, guardians, grandparents, grandchildren, brothers, sisters, and in-laws.

**Personal Leave.** An eligible Officer or Employee may be granted personal leave with pay, not to exceed twenty-four (24) hours in a calendar year to be charged to vacation. ~~If no vacation balance is available, personal leave may be charged to sick leave.~~ No less than four (4) hours of leave shall be granted at any one time, except in cases of emergency. No request for personal leave will be denied by a Department, unless the absence will cause an adverse impact upon the functioning of the Department.

**Standby Pay.** When an eligible Employee is required to work more than three (3) hours of overtime in one work shift, and due to the nature and/or location of the work is unable to go home for a meal, the County shall provide for or reimburse out-of-pocket expenses for all meals incurred until such time as the employee is allowed to go home. The three (3) hour overtime requirement shall be waived in cases of emergency call out.

Reimbursement of meals shall be limited to \$10.00 for breakfast, \$12.00 for lunch and \$23.00 for dinner per employee.

When an eligible Employee is required to remain available for call-back at any time, the employee shall receive standby pay. Except in cases of emergency, all standby pay shall be approved in advance by the County Administrative Officer or his or her representative.

When an eligible Employee is required to standby, he or she shall be compensated for such standby time at the rate of Three Dollars (\$3.00) per hour.

**Discretionary Expense Allowance.** The County shall provide Elected Department Heads, excluding members of the Board of Supervisors, an allowance of \$1,200.00 per year to cover the cost of discretionary expenses.

**Vacation Accrual.** The County shall maintain the current vacation accrual rates set forth in Madera County Code section 2.60.580.

Officers and Employees who are on leave without pay status due to an on-the-job injury shall continue to accrue vacation benefits for a period not to exceed three (3) months.

Effective July 1, 2013, individual Officer and Employee vacation balances that exceeded 360 hours as of June 30, 2013 shall become the new maximum cap. Consistent with the County's current and long-standing practice, employees who are at (or temporarily over) the 360-hour cap will be allowed to earn vacation hours and utilize them in the next succeeding pay period. It is understood that the new maximum cap will never exceed the June 30, 2013 balance, and the employee will retain the hours until such time as they are utilized or until the employee separates from County service. This provision shall only apply to those Officers and Employees who were subject to the County's Furlough Program up through June 30, 2013.

**Furlough Reimbursements and Time Off Bank.** Eligible Officers and Employees received monetary reimbursements resulting from the County Furlough Program that was in effect from January 2010 through June 2013. The provisions of the monetary reimbursements can be found in the May 3, 2016 Board-approved action. As a result of this action, eligible Officers and Employees also received a "Furlough Time Off Bank" (FTOB). The provisions of the FTOB and how they impact other leave balances for Eligible Officers and Employees are as follows:

- a. Eligible Officers and Employees who were furloughed at least twelve (12) consecutive months during the County's Furlough Program received 144 hours in the FTOB, and those who were furloughed for at least three (3) consecutive months, but less than twelve (12) consecutive months, received 72 hours in the FTOB. (Officers and Employees who were

furloughed less than three (3) consecutive months did not receive a monetary reimbursement or hours in the FTOB.)

- b. ~~The credited hours in the FTOB are to be utilized before vacation and sick leave; however, if an eligible Officer or Employee is at or close to the 360 hour cap, the vacation accruals that fall within the County's 'use it or lose it' provisions must be utilized prior to the FTOB hours.~~
- c. Officers or Employees who also receive Management Leave (ML), have an option to use the ML hours before the FTOB hours.
- d. The effective date for the usage of hours in the FTOB is June 1, 2016, unless otherwise provided for in a Memorandum of Understanding.
- e. Any hours remaining in the FTOB at the time of an eligible Officer's or Employee's termination shall be paid out at the individual's hourly rate that was in effect as of December 31, 2015.

Employees who are represented by a Memorandum of Understanding are encouraged to review any provision that may be specific to their bargaining unit. The provisions of Section 10 shall apply only to employees who are not represented by a Memorandum of Understanding.

///  
///  
///  
///  
///  
///  
///

**TABLE C - MADERA COUNTY CODE § 2.60.540**

Years of Service

Percentage of Current Hourly Rate

	Column A 0 to 75 Days	Column B 75 to 150 Days	Column C Over 150 Days
5	10	5	2.0
6	12	6	2.4
7	14	7	2.8
8	16	8	3.2
9	18	9	3.8
10	20	10	4.0
11	23	11.5	4.6
12	26	13	5.2
13	29	14.5	5.8
14	32	16	6.4
15	35	17.5	7.0
16	38	19	7.6
17	41	20.5	8.2
18	44	22	8.8
19	47	23.5	9.4
20 and above	50	25	10

FRINGE BENEFITS SCHEDULE - COUNTY OF MADERA

	Classified/ Represented Employees	Classified/ Unrepresented Employees	Unclassified Employees	Elective Officers	Non-elected Department Heads	Extra Help Employees
Bilingual Pay*	**	X	X			
Deferred Compensation*	**	X	X	X	X	
Health & Welfare*	**	X	X	X	X	***
Holidays*	**	X	X		X	
Life Insurance*	**			X	X	
Long term disability Insurance*	**			X	X	
Longevity Pay*	**	X	X		X	
Management Leave*	**	X	X		X	
PERS paid*	**			X	X	

Personal Vehicle Usage*	**	X	X	X	X	X	
Discretionary Expense Annual Allowance – \$1,200 / year					X		
Retirement*	**	X	X	X	X	X	X
Sick Leave*	**	X	X	X	X	X	X
Special Leave w/pay*	**	X	X	X	X	X	X
Standby Pay*	**	X	X	X	X	X	X
Vacation accrual*	**	X	X	X	X	X	X

\* = See attached appendix for fringe benefits specifications.

\*\* = See current representation unit MOU for fringe benefit specifications.

\*\*\* = See text of Salary & Benefit Resolution for fringe benefit specifications.

X = Benefit provided.

## Attachment 'A'

### Implementation Plan

#### The Healthy Workplaces, Healthy Families Act of 2014 (AB 1522)

- I. Adopt the 'front-loaded method' whereby extra help employees will be credited with twenty-four (24) hours of paid sick leave at the beginning of the Fiscal Year, or upon their 'anniversary' (or start) date if hired on or after July 1, 2015.
- II. With the adoption of the 'front-loaded method', extra help employees are required to be employed with the County for at least thirty (30) days before receiving any paid sick leave hours, and they must also be employed with the County for at least ninety (90) days before utilizing any of the hours. For purposes of the legislation, days are to be interpreted as 'calendar' days 'on the payroll' (and not 'worked') from January 1, 2015.
- III. There will be no changes to the paid sick leave accrual rates for all permanent employees, which are as follows:
  - 8 hours/month for full-time employees (40 hours/week)
  - 6 hours/month for  $\frac{3}{4}$  part-time employees (30 hours/week)
  - 4 hours/month for  $\frac{1}{2}$  part-time employees (20 hours/week)

It is recognized that the above-referenced accrual rates meet the legislative threshold as currently referenced in AB 1522.

- IV. There will be no changes to the timeframes in which all permanent employees accrue and are credited with paid sick leave. Permanent employees begin accruing sick leave the first month of employment, and can utilize the accrued leave the first of the month following employment (e.g. for a full-time employee hired July 1, 2015, 8 hours of accrued paid sick leave will be credited on July 31, 2015, and the employee is eligible to utilize the accrued hours on August 1, 2015).
- V. Effective July 1, 2015, extra help employees (excluding retired annuitants) who are employed with the County of Madera for 30 or more days between January 1, 2015 and June 30, 2015 shall be credited with twenty-four (24) hours of paid sick leave.
  - a) Said extra help employees shall be eligible to utilize the credited hours once they are employed by the County for ninety (90) days. For example, an extra help employee who is hired June 1, 2015 will be eligible to utilize the twenty-four (24) hours beginning September 1, 2015.
  - b) These extra help employees shall be credited with twenty-four (24) hours of sick leave each July 1<sup>st</sup>, thereafter.
  - c) The credited hours shall not have a cash value at separation/termination, and shall not carry over from year to year.
- VI. Extra help employees (excluding retired annuitants) who are hired on or after July 1, 2015, shall be credited with twenty-four (24) hours of paid sick leave following thirty (30) days of the employee's 1<sup>st</sup> day of employment ('anniversary date').

- a) Said extra help employees shall be eligible to utilize the credited hours once they are employed by the County for ninety (90) days. For example, an extra help employee who is hired August 1, 2015 will be credited with the twenty-four (24) hours on September 1, 2015, and will be eligible to utilize the twenty-four (24) hours beginning November 1, 2015.
  - b) These extra help employees shall be credited with twenty-four (24) hours of sick leave each year thereafter, on their 'anniversary' date.
  - c) The credited hours shall not have a cash value at separation/termination, and shall not carry over from year to year.
- VII. Regardless of the date of hire, if an extra help employee returns to work within twelve (12) months of separation, he/she shall be credited with the sick leave hours that were accrued and unused at the time of separation, and shall also receive the annual 'front-loaded' twenty-four (24) hours of paid sick leave.
- VIII. Regardless of the date of hire, if an extra help employee's regularly scheduled work shift is greater than eight (8) hours per day, he or she is entitled to three (3) days of paid sick leave per year.
- IX. There shall be an expansion of the defined relationships in which the accrued sick leave can be utilized. This provision of the legislation impacts permanent employees, and it is staff's recommendation is to allow the definition of the expanded relationships to apply to all accrued sick leave hours for permanent employees versus the first twenty-four (24) hours. Specifically, the expanded relationships will include grandchildren and grandparents.
- X. There shall be an expansion of the reasons why paid sick leave can be utilized. This provision of the legislation impacts permanent employees and specifically, sick leave can now be utilized if an employee is a victim of domestic violence, sexual assault or stalking.
- XI. The leave balances for all employees (permanent and extra help) shall be provided to them on their paystubs or on another itemized statement provided by the County.
- XII. It understood that 'clean up legislation' may necessitate amendments to this Implementation Plan.