

Personnel and Salary Resolution Amendments – April 2020

The PSR shall be amended as follows:

PART 1

ARTICLE III EDUCATIONAL AND PROFESSIONAL REIMBURSEMENT

Section 4. Nature of Reimbursement

The maximum reimbursement that may be received by eligible employees in one fiscal year shall be \$2000 unless specified in a separate labor agreement.

As amended in PSR 2007:

Members of the Board of Supervisors, Executive Management employees, Executive Aides and Executive Assistants to members of the Board of Supervisors and elected officials shall have the same terms and conditions for Educational and Professional Reimbursement as the Administrative Management Unit.

PART 4 - EXECUTIVE MANAGEMENT

As amended in PSR 2015:

ARTICLE XXIV TERMS AND CONDITIONS OF EMPLOYMENT FOR MEMBERS OF THE BOARD OF SUPERVISORS, EXECUTIVE MANAGEMENT EMPLOYEES, EXECUTIVE AIDES AND EXECUTIVE ASSISTANTS TO MEMBERS OF THE BOARD OF SUPERVISORS AND ELECTED OFFICIALS

Section 1. General Provisions

Except as otherwise provided in this Article or by State law or action of the Board of Supervisors and except where the natural construction of a provision indicates otherwise, the wages, hours and terms and conditions of employment for members of the Board of Supervisors, Executive Management employees, Executive Aides and Executive Assistants to members of the Board of Supervisors and elected officials shall be the same as adopted for employees in the Administrative Management Representation Unit. However, any provision requiring Agency/Department Head approval for Administrative Management employees shall be interpreted to require Board of Supervisors' approval in the case of nonelected Agency/Department Heads.

Section 10. Salary Adjustments

- A. Except as otherwise provided by law, the County Executive Officer is authorized to increase or decrease the salaries of Group II and Group III Executive Managers based on consideration of such factors as position responsibilities, performance, external market data and internal salary relationships. Salaries shall not be greater than the maximum or less than the minimum of the assigned salary range.

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- B. Effective May 2, 2014, salaries of Group II and Group III Executive Managers will receive a one-time, off schedule lump sum payment equivalent to 1.25% of their salaries. In addition, Group II and Group III Executive Managers will receive a 1.25% base building salary increase effective May 16, 2014.
- C. The salary of the Health Care Agency Director may exceed the top of the Executive salary range (ML-E) in order to maintain a five and one half percent (5.5%) salary differential above the rate of the highest paid employee in the position of Psychiatrist (4550HP), provided the Director is a licensed physician.

Section 12. Cessation of Annual Leave, Transition Time Period to Use Annual Leave

- A. Effective upon implementation of this amendment, Executive Management employees, Executive Aides and Executive Assistants will no longer accrue annual leave. Instead, Executive Management employees, Executive Aides and Executive Assistants will accrue sick leave in accordance with the new section 12 below and vacation time in accordance with the new section 13 below.
- B. Annual leave that has been accumulated prior to the Board's adoption of the PSR amendment may be retained, provided however, that an employee who needs to use sick leave or take vacation must first use accrued annual leave to its depletion prior to using sick leave or vacation.
- C. An employee with at least 10 years of continuous full-time County service (20,800 regularly scheduled hours) who has annual leave balances may elect to use a maximum of 80 vacation hours during each fiscal year for approved time off. Terms and conditions for this provision shall be the same as the Administrative Management Unit.
- D. During the 90 day period beginning 30 days after the adoption of this amendment, employees will have a one-time opportunity to convert annual leave that has been accumulated prior to the implementation of this MOU to sick leave, provided the conversion does not result in the employee exceeding the 1500 hours cap for sick leave.
- E. Use of annual leave accumulated prior to the implementation of this amendment for Illness or Injury shall be governed by the same provisions governing the permitted uses, prohibited uses and general provisions applicable to Sick Leave under Section 13, subdivisions A., B., and C.
- F. Use of annual leave accumulated prior to the implementation of this amendment for vacation shall be governed by the same general provisions applicable to Vacation under Section 14 below.
- G. During each fiscal year, an employee may request to be paid for accrued annual leave in either two (2) separate increments of up to eighty-five (85) hours each or one (1) increment of one hundred and seventy (170) hours.

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H. Notwithstanding subsection F above, and except as provided in Section 14.B.11 below, an employee may not cash out Annual Leave during the same fiscal year that Vacation Leave is cashed out.

I. An employee separating from County service shall be paid in a lump sum payment for 100% of all unused annual leave and vacation balances.

Section 13. Sick Leave

B. Permitted Uses of Sick Leave

Sick Leave may be applied to:

8. Absence from duty because of personal business terms and conditions shall be the same as the Administrative Management Unit.
9. An absence due to an air pollution alert which prevents the employee from traveling to his or her work location.
10. Leave for parent attendance of a child's school-related activity terms and conditions shall be the same as the Administrative Management Unit.
11. Catastrophic Leave donation terms and conditions shall be the same as the Administrative Management Unit.