

**AN ORDINANCE AMENDING  
THE COMPENSATION ORDINANCE**

**ORDINANCE NO 10418 (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 amending the compensation and representation status for the following job code/classification from the classified service to the unclassified service, effective April 15, 2016:

Job Code No.		Rep Stat	UCE Range
004226	Chief Veterinarian	UM	9

**Section 2.** Appendix One of the Compensation Ordinance is hereby amended by deleting the following job code/classification, effective April 15, 2016:

Job Code No.	Job Code Title
000306	Asst Alcohol & Drug Prog Admin

**Section 3.** Subsection (41) of Section 1.1.3 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.1.3: DEFINITIONS.** In this ordinance unless the context or subject matter otherwise requires:

(41)	Abbreviations used in this ordinance shall have the following respective meanings:
"AE"	- Appraisal, Electronic Data Processing, Fiscal and Purchasing Unit
"AM"	- Child Support Program Attorney Unit
"AS"	- Child Support Program Attorney Supervising Unit
"CC"	- Deputy County Counsel Unit
"CE"	- Confidential Employees
"CEM"	- Confidential Employee, Management
"CL"	- Clerical Unit
"CM"	- Construction, Maintenance, Operations & Repair Work Unit
"CR"	- Crafts Unit
"CS"	- Deputy County Counsel Supervisors Unit
"DS"	- Deputy Sheriffs Unit
"DA"	- District Attorneys Unit
"DI"	- District Attorney Investigator's Unit
"DM"	- District Attorney Investigator's Middle Management Unit
"EO"	- Elected Officers
"EM"	- Executive Management
"FS"	- Food Services Unit
"HS"	- Health Services Unit
"MA"	- Management Employees
"MM"	- Middle Management Unit

(41)

Abbreviations used in this ordinance shall have the following respective meanings:	
“NA”	- Not Represented Administrator
“NE”	- Not Represented Executive
“NM”	- Not Represented Manager
“NR”	- Not Represented
“NRT”	- Not Represented Temporary
“NS”	- Not Represented Support
“PD”	- Public Defender Unit
“PM”	- Public Defender Management Unit
“PO”	- Probation Officers Unit
“PR”	- Professional Unit
“PS”	- Public Service Unit
“RN”	- Registered Nurses Unit
“SM”	- Sheriffs Management Unit
“SO”	- Supervising Probation Officers Unit
“SS”	- Social Services Supervisors Unit
“SW”	- Social Workers Unit
“UM”	- Unclassified Management

When used in the Appendix or Salary Schedule, these abbreviations show, in the column headed "Union Code," the representation status of the classes so designated, whether represented by a recognized employee organization, or not (e.g., CE, CEM, EM, NA, NE, NR, NRT, UM etc.).

**Section 4.** Subsection (b) of Section 1.4.4 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.4.4: ADVANCEMENT WITHIN RANGE: HOURLY RATE EMPLOYEES.**

- (b) Employed June 28, 2013 or subsequently. Persons appointed on June 28, 2013 or subsequently, paid at a hourly rate, having an appointment as the result of suspension of competitive examination, or certification from an eligible list, and who have served in class for at least the number of hours equivalent to fifty-two (52) weeks of full-time service at any step in the range shall advance on the first day of the next succeeding biweekly pay period to the next higher step within the range prescribed for the class.

Eligible Classes: Classes designated AM, AS, CE, CEM, CR, DA, DI, DM, MA, NR, and NRT.

**Section 5.** Subsections (a)(2), (d)(4), and (e)(2) of Section 4.2.2 of the Compensation Ordinance are hereby amended to read as follows:

**SECTION 4.2.2: SICK LEAVE.**

- (a) Definition. Sick Leave is paid time off which may be used when a regular employee is absent from duty. Sick leave for temporary employees is provided for in Section 4.2.9.
- (2) Care for Immediate Family Member. "Immediate Family" means husband, wife, domestic partner, child, stepchild, grandchild, brother, stepbrother, sister, stepsister, parent, guardian, stepparent, foster parent, grandparent, or 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.

<b>Paid Sick Leave Eligibility In a 12 Month Period To Care for Immediate Family Member</b>		
<b>Union Code</b>	<b>Sick Leave Limit To Care for a Family Member Who is Ill or Injured</b>	<b>Additional Sick Leave Request in Excess of the Maximum Limit to Care for a Family Member Who is Critically or Terminally Ill</b>
AE, CE, CEM, CL, CM, CR, EM, FS, HS, MA, MM, NA, NE, NM, NS, PO, PR, PS, RN, SO, SS, SW, UM	80 Hours	Is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.
DI, DM, DS, PD, PM, SM	60 Hours	
CC, CS	52 Hours	
AM, AS, DA	52 Hours	May be available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.

(d) Use of Sick Leave.

- (4) Illness Occurring During Vacation. Upon request of an employee the appointing authority may allow the substitution of sick leave for paid vacation, if the employee was ill or injured as set forth below:

<b>Union Code</b>	<b>Substitution of Sick Leave for Paid Vacation</b>	
	<b>Illness or Injury Requirement</b>	<b>Allowable Substitution</b>
AE, CE, CEM, CL, CM, CR, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SS, UM	Three (3) or more consecutive days	Three (3) or more days
AM, AS, CC, CS, DA	Three (3) or more consecutive days	Five (5) or more days
DS, SM, SW	Five (5) or more consecutive days	Five (5) or more days
DI, DM	Twenty-four (24) or more consecutive hours	Twenty-four (24) Hours

(e) Request for Sick Leave.

- (2) If an Employee has used fifty percent of their annual sick leave accrual in a calendar year, each request for more than the number of consecutive work days/hours specified below shall be

accompanied by a doctor's verification or other evidence satisfactory to the appointing authority which demonstrates the employee's incapacity to return to work or necessity to be absent. Requests because of the death of a member of the employee's immediate family will not require such verification. Employees shall not be required to present such verification for sick leave purposes until after the expiration of the consecutive days/hours below unless their appointing authority has good cause to require earlier verification and has so informed the employee prior to or during the employee's absence.

Sick Leave Verification Summary	
Union Code	Verification Required
AE, AM, AS, CE, CEM, CL, CM, CR, DA, DS, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SM, SO, SS, UM	Five (5) work days or earlier. The appointing authority may require such earlier verification.
CC, CS, SW	Five (5) work days, or forty (40) hours if employee is on an alternate work schedule.
DI, DM	Forty (40) hours

**Section 6.** Subsection (f) of Section 5.11.1 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 5.11.1: EMPLOYEE RECOGNITION AND AWARDS PROGRAM.**

- (f) Eligibility. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, EM, FS, HS, MA, MM, NA, NE, NM, NR, NRT, NS, PD, PM, PO, PR, PS, RN, SO, SS, SW or UM are eligible for recognition awards under this program.

**Section 7. Effective Date.** All sections of this ordinance shall take effect thirty (30) days after its adoption. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

**Section 8. Operative Date.** Operative dates by specified section are listed in the table below.

Section Number	Operative Date
Section 1	4/15/2016
Section 2	4/15/2016
Section 3	4/15/2016
Section 4	4/15/2016
Section 5	4/15/2016
Section 6	4/15/2016

APPROVED AS TO FORM AND LEGALITY  
COUNTY COUNSEL

BY: Dennis I. Floyd, Senior Deputy County Counsel

Meeting Date: 03/15/16 (15)

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 15<sup>th</sup> day of March, 2016.



RON ROBERTS  
Chairman, Board of Supervisors  
County of San Diego, State of California

The above Ordinance was adopted by the following vote:

AYES: Cox, Jacob, D. Roberts, Horn  
ABSENT: R. Roberts

ATTEST my hand and the seal of the Board of Supervisors this 15<sup>th</sup> day of March, 2016.

DAVID HALL  
Clerk of the Board of Supervisors

By   
Diana Lopez, Deputy



Ordinance No.10418 (N.S.)

03/15/16 (15)