

**AN ORDINANCE AMENDING  
THE COMPENSATION ORDINANCE**

**ORDINANCE NO. 10391 (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 adjusting compensation for the following job codes/classifications in the classified service, effective December 25, 2015:

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
000737	General Support Aide					
	10.00	11.04				\$20,800.00 - \$22,963.20
	800.00	883.20				
005236	Departmental Aide					
		10.02	10.51	11.04	11.72	\$20,841.60 - \$24,377.60
		801.60	840.80	883.20	937.60	

**Section 2.** Appendix One of the Compensation Ordinance is hereby amended by deleting the following job codes/classifications, effective October 30, 2015:

Job Code No.	Job Code Title
000781	Election Worker I
000952	Facilities Svcs Program Mgr
004400	Occupational Therapist II (T)
004805	Chief, Cmnty Hlh Promotion (T)

**Section 3.** Section 1.8.7 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.8.7: DETENTION FACILITY LOCATIONS: SHERIFF'S SOCIAL WORK UNIT.** An eligible employee in a classification designated below whose principal assignment is to detention facility work locations specifically designated below shall receive additional compensation at a rate approximately ten percent (10%) above the employee's regular base rate for such assignment. This premium shall apply to time worked but shall not apply to terminal payoff.

Detention Facility Work Locations	
•	San Diego Central Jail
•	Las Colinas Detention and Reentry Facility
•	Vista Detention Facility
•	George F. Bailey Detention Facility

Eligible Classes:

004407	Recreational Therapist
005031	Chaplain Coordinator
005279	Sheriff's Detention, Mental Health Clinician
005280	Sheriff's Detention, Chief Mental Health Clinician

**Section 4.** Subsections (c) and (d) of Section 1.12.7 of the Compensation Ordinance are hereby amended to read as follows:

**SECTION 1.12.7: EDUCATION AND POST CERTIFICATE BONUS.**

- (c) A Sheriff's Captain (Class 005775), or a Sheriff's Commander (Class 005778), who possesses a Peace Officer Standards and Training Management Certificate shall be compensated at eleven percent (11%) above the base hourly wage rate established for the Captain or Commander in the Salary Schedule.
- (d) Sheriff's Detentions Captain (Class 005783).
  - (1) A Sheriff's Detentions Captain (Class 005783) who possesses a Post Management Certificate shall be compensated at six percent (6%) above the base hourly rate established in the Salary Schedule. Such employees becoming eligible for this bonus shall furnish satisfactory evidence that he/she possesses such a certificate.
  - (2) A Sheriff's Commander assigned to Detentions or a Sheriff's Detentions Captain (Class 005783) who possesses a Bachelor of Arts or Bachelor of Science degree from an accredited college/university shall be compensated at six percent (6%) above the base hourly rate established in the Salary Schedule. Such employees becoming eligible for this bonus shall furnish satisfactory evidence that he/she possesses such degree.

**Section 5.** Subsection (c) of Section 3.5.3 of the Compensation Ordinance is hereby added to read as follows:

**SECTION 3.5.3: RELOCATION ALLOWANCE.**

- (c) Repayment Provision. Persons in the unclassified service who receive relocation allowance and either resign employment or are terminated prior to completing one year of service shall be required to reimburse the County a pro-rated portion of the allowance based on the number of full months worked at the time of separation. The employee must contact the Auditor & Controller Central Payroll Division to arrange payment of any amount due to the County.

**Section 6.** Section 3.6.18 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 3.6.18: OTHER COMPENSATED CLASSES.**

- (a) For the following class, compensation shall be at a rate within the hourly rate range established below, which rate shall be established and may be changed from time to time by the appointing authority with the approval of the Chief Administrative Officer. The rate shall be specified on the basis of education and experience and the quantity and quality of service performed. All pay adjustments shall be prospective only. Persons shall not be appointed to positions in the following class until the Director has exempted such position from the Classified Service for a specified period of temporary service.

<u>Class No.</u>	<u>Title</u>	<u>Hourly Rate Range</u>
0896	Temporary Expert Professional Employee	\$10.00 - \$156.75

- (b) For the following classes, compensation shall be at or within the hourly rate or hourly rate range established for the class in Salary Schedule.

<u>Class No.</u>	<u>Title</u>
0735	Park Attendant (Seasonal)
0777	Election Worker IV
0779	Election Worker III
0780	Election Worker II
0790	Election Worker Specialist
0904	Student Worker – High School
0905	Student Worker – Undergraduate

0906 Student Worker – Graduate/Technical

- (c) The Student Worker classes are to provide for temporary appointments of students engaged in regularly established training programs. All appointments must be approved by the Director at the specified rate or a rate within the hourly range established in Appendix One.
- (d) For the following classes, compensation shall be at or within the hourly rate range established below, which rate may be changed not more frequently than annually by the appointing authority with the recommendation of the Director and the approval of the Chief Administrative Officer. The particular rate shall be specified on the basis of education and experience, and on the quality and quantity of work. All pay adjustments shall be prospective only and coincide with the beginning of a payroll period.

Eligible Classes:

<u>Class No.</u>	<u>Title</u>	<u>Hourly Rate Range</u>
0918	Temporary Expert Professional Employee – Psychiatrist Special Assignment	\$10.00 - \$156.75
0919	Temporary Expert Professional Employee, M.D., D.O., D.V.M.	\$10.00 - \$156.75

**Section 7.** Subsection (a) of Section 4.2.2 of the Compensation Ordinance is 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.

**Section 8.** Section 4.2.9 of the Compensation Ordinance is hereby added to read as follows:

**SECTION 4.2.9: SICK LEAVE – TEMPORARY EMPLOYEES.**

- (a) An eligible employee working in an eligible temporary classification is entitled to earn and use sick leave as specified in this Section.
- (b) Eligibility to Earn: Employees are eligible to earn sick leave under this section if they work in one of the following temporary classifications for 30 days or more within a twelve month period.

Eligible Classes:

<u>Class No.</u>	<u>Title</u>
000735	Park Attendant (Seasonal)
000904	Student Worker – High School
000905	Student Worker – Undergraduate
000906	Student Worker – Graduate/Technical
000896	Temporary Expert Professional Employee
000918	Temporary Expert Professional Employee – Psychiatrist Special Assignment
000919	Temporary Expert Professional Employee, M.D., D.O., D.V.M.
002910	Graduate Law Clerk

- (c) Earnings: Eligible employees shall earn sick leave credit at the rate of one hour of sick leave for each 30 hours of paid time in the eligible temporary classification, beginning at the commencement of employment or October 2, 2015, whichever is later. Sick leave is credited in units of one-tenth (1/10) of one hour.

- (d) Earnings Limits: Eligible employees may earn a maximum of 24 hours of sick leave per year of County employment. If unused, an eligible employee's earned sick leave shall carry over to the following year of County employment, as long as the employee's earned sick leave balance does not exceed 48 hours. An eligible employee's use of earned paid sick days shall be limited to 24 hours in each year of County employment.
- (e) Eligibility to Use Sick Leave:
  - (1) An eligible employee shall be entitled to use earned sick leave beginning on the 90th day of work in an eligible class, after which day the eligible employee may use sick leave as it is earned. The 90 day period is measured by 90 actual days worked. Any amount of time spent working on a day counts as one day toward the 90-day employment period.
  - (2) An eligible employee may use sick leave as an excused, paid absence for all or part of a previously scheduled work day. An eligible employee may not use sick leave for days on which they are not scheduled to work.
- (f) Cancellation of Sick Leave Credits. An eligible employee's sick leave credits shall be canceled upon separation or movement to a classification not eligible to earn or use sick leave under this Section.
- (g) Request for Sick Leave.
  - (1) If the need for paid sick leave is foreseeable, the eligible employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the eligible employee shall provide notice of the need for the leave as soon as practicable.
  - (2) The County may require eligible employees to provide documentation substantiating the facts justifying the use of sick leave hereunder, to the extent permitted by California law. This requirement does not limit or affect any laws guaranteeing the privacy of health information or information related to domestic violence, sexual assault, or stalking, regarding an eligible employee or an eligible employee's family member. That information will be treated as confidential and not disclosed to any person except to the affected eligible employee, or as required by law.

**Section 9.** Subsection (a) of Section 4.2.13 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 4.2.13: CATASTROPHIC LEAVE PROGRAM.**

- (a) Definition. The catastrophic leave program is a process by which one or more regular employees may donate vacation credits (or up to twenty-four (24) hours of sick leave per fiscal year for eligible employees in classes listed in subsection (7)) for use by another employee who, due to catastrophic illness or injury, has exhausted earned leave credits, including but not limited to sick leave, compensatory time, holiday credits and disability leave and is therefore facing financial hardship.

**Section 10.** Subsection (c)(8) of Section 5.1.6 of the Compensation Ordinance is hereby amended to read as follows:

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

- (c) Coverage.
  - (8) Health Insurance During Leaves of Absence or Reduction in Hours.
    - (a) For permanent employees who (1) have averaged at least 30 paid hours per week over the previous twelve month period and who then experience a reduction of hours to less than forty (40) hours in an 80-hour biweekly pay period or (2) are granted an unpaid leave of absence outside of FML and PDL but within a Stability Period as defined by the Patient

Protection and Affordable Care Act, an offer of enrollment in a medical plan will be made:

1. Employee may elect to enroll in the County's least costly health plan. An employee eligible for coverage under this subsection may elect employee only coverage or they may choose coverage for themselves and their dependents.
    - a. The term "Dependent" shall be as defined in Compensation Ordinance §5.13.1(b).
    - b. The cost to the employee of this option shall be calculated according to Compensation Ordinance §5.13.1(e).
  2. In the alternative to subsection (1.) above, Employee may opt to keep their current medical election:
    - a. If the Employee elects to keep their own coverage, the employee will pay 100% of the applicable premium.
    - b. If Employee elects to keep their current coverage, they may elect employee only coverage or they may choose coverage for themselves and their dependents.
  3. Electing either alternative under this Section shall not entitle the Employee to any County contribution towards the Flexible Benefits Plan granted under Compensation Ordinance §5.1.6. This Subsection does not alter the Eligibility Requirements in Compensation Ordinance §5.1.6(b).
  4. Enrollment in either medical plan, if elected, will continue during the Stability Period at the employee's expense.
- (b) During leave without pay, and in accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) Of 1986 (Pub L. 99-22), Employees may continue their health insurance coverage for up to eighteen (18) full months following the month in which the leave commenced.
- (c) The commencement of leave without pay shall be considered a "qualifying event" as defined under COBRA by virtue of the employee's reduction in working hours. Employees who elect coverage under COBRA by choosing to continue their medical insurance shall pay one hundred two percent (102%) of the applicable premium and shall be subject to the same administrative requirements as all other COBRA group plan members. Premiums will be calculated and paid by the employee at least one (1) month in advance.
- (d) The effective date of coverage will be the first day of the month following receipt of enrollment forms in the Employee Benefits Office. With certain health plans, re-enrollment is contingent upon medical insurability.
- (e) In the event an employee who is on leave without pay does not pay medical insurance premiums in advance, the coverage shall be discontinued. Such employees shall be automatically re-enrolled in the same health plan enjoyed previous to leave without pay, within thirty (30) days from the date they return to work.

**Section 11.** Subsection (a)(3) of Section 5.4.1 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 5.4.1: DEFINITION. Disability insurance is provided to eligible employees in addition to the benefits described in Articles 5.1 and 5.3, and administered in accordance with the terms and conditions of the contract between the County and the Insurer.

- (a) Long Term Disability Insurance (LTD). LTD is two-thirds (2/3) of the employee's monthly salary up to a maximum benefit specified below.
- (3) For employees in classes designated as EM, EO, NA, NE and UM. Plan pays two-thirds (2/3) of monthly salary with a maximum benefit of twelve thousand dollars (\$12,000) per month. Benefits start thirty (30) days after disability commences.

Meeting Date: 09/29/15 (19)

**Section 12. Effective Date.** Sections 1, 3, 4, 5, 6, 7 and 8 of this ordinance affect compensation and shall take effect upon adoption and all other 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 13. Operative Date.** Operative dates by specified section are listed in the table below.

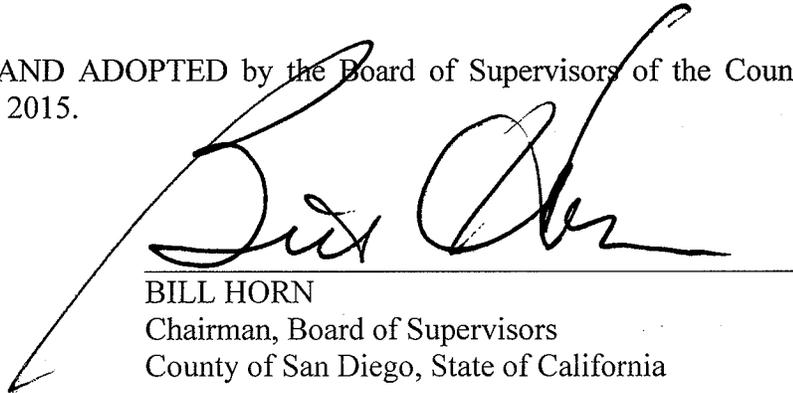
<b>Section Number</b>	<b>Operative Date</b>
Section 1	12/25/2015
Section 2	10/30/2015
Section 3	10/02/2015
Section 4	10/02/2015
Section 5	10/02/2015
Section 6	10/02/2015
Section 7	10/02/2015
Section 8	10/02/2015
Section 9	10/02/2015
Section 10	10/02/2015
Section 11	10/02/2015

APPROVED AS TO FORM AND LEGALITY  
COUNTY COUNSEL

BY: Dennis I. Floyd, Senior Deputy County Counsel

Meeting Date: 09/29/15 (19)

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 29<sup>th</sup> day of September, 2015.



BILL HORN  
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 29<sup>th</sup> of September, 2015.

DAVID HALL  
Clerk of the Board of Supervisors

By Diana Lopez  
Diana Lopez, Deputy



Ordinance No.10391 (N.S.)

9/29/15 (19)