

**ORDINANCE NO. 10368 (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 increasing compensation for job codes/classifications designated EM, NA, NE, NM, NS, and UM by 2% effective June 26, 2015 and by 2% effective June 24, 2016.

**Section 2.** Appendix One of the Compensation Ordinance is hereby amended by establishing the following job code/classification in the unclassified service, effective February 6, 2015:

Job Code No.	Job Code Title	Salary Range	Vari Entry	O/T	Rep Stat	Bene Prog
002183	Chief Operations Officer, PSG	18	Y	X	EM	UCL

**Section 3.** Appendix One of the Compensation Ordinance is hereby amended by establishing compensation for the following non-represented job codes/classifications, effective January 9, 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	Approx Annual Salary Maximum
000260	Undersheriff						
	91.73	118.12					
	7338.40	9449.60					\$190,798.40 - \$245,689.60
000262	Dir, Sheriff's Mgmt Svcs						
	77.92	99.28					
	6233.60	7942.40					\$162,073.60 - \$206,502.40
000265	Asst Sheriff						
	77.92	99.28					
	6233.60	7942.40					\$162,073.60 - \$206,502.40
000362	Special Investigator (Sheriff)						
	58.10	76.26					
	4648.00	6100.80					\$120,848.00 - 158,620.80
000750	Per Diem Comm Dispatcher I						
				20.10			
				804.00			\$20,904.00
000751	Per Diem Comm Dispatcher II						
				30.80			
				1232.00			\$32,032.00

**Section 4.** Appendix One of the Compensation Ordinance is hereby amended by re-titling the following job code/classification, effective February 6, 2015:

	<u>Job Code No.</u>	<u>Job Code Title</u>
From:	004725	Water Quality Program Manager
To:	004725	Water Resources Manager

**Section 5.** Appendix One of the Compensation Ordinance is hereby amended by deleting the following job code/classification, effective February 6, 2015:

<u>Job Code No.</u>	<u>Job Code Title</u>
002320	Personnel Aide

**Section 6.** 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.**

(a) Employed July 1, 1974 or Subsequently. Persons employed on July 1, 1974 or subsequently, paid at an 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 twenty-six (26) weeks of full-time service at Step 1, or the number of hours equivalent to fifty-two (52) weeks of full-time service at Step 2 or higher shall advance on the first day of the next succeeding biweekly pay period to the next higher step within the range prescribed herein for the class.

(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 and NR

(c) Employed July 30, 2013 or subsequently. Persons appointed on July 30, 2013 or subsequently, paid at an 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 PD, PM and SO

(d) Employed September 24, 2013 or subsequently. Persons appointed on September 24, 2013 or subsequently, paid at an 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 PO

(e) Employed October 8, 2013 or subsequently. Persons appointed on October 8, 2013 or subsequently, paid at an 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 AE, CL, FS, HS, MM, PR, PS, RN, SS, and SW

- (f) Employed December 3, 2013 or subsequently. Persons appointed on December 3, 2013 or subsequently, paid at a biweekly rate, having an appointment as the result of suspension of competitive examination, or certification from an eligible list, and who have served in his/her class for at least fifty-two (52) weeks at the respective step, shall advance on the first day of the next succeeding biweekly pay period to the next higher step within the range prescribed herein for his/her class.

Eligible Classes: Classes designated CM

- (g) Equivalent Hours. For the purposes of this section, the equivalent number of hours are:

<b>Biweekly Schedule</b>	<b>26-Week Schedule</b>	<b>52-Week Schedule</b>
80 hours	1040 hours	2080 hours
84 hours	1092 hours	2184 hours
85 hours	1105 hours	2210 hours
144 hours	1872 Hours or 72 24-hr. days	3774 hours or 156 24-hr. days
10 24-hr. days	3120 hours or 130 24-hr days	6240 hours or 260 24-hr. days

**Section 7.** Subsection (c)(4)(f) of section 4.2.2 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 4.2.2: SICK LEAVE.

- (c) Earnings.

- (4) Pandemic Advanced Credit Leave.

- (f) This provision shall only be operative through June 30, 2015 for regular employees; and June 25, 2015 for employees in classes designated PD and PM.

**Section 8.** 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 his/her 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 of Section. This section shall only be operative through June 30, 2015 and, at that time, is repealed unless otherwise extended by ordinance action of the Board of Supervisors.

**Section 9.** Subsection (m)(4) of section 5.1.2 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 5.1.2: BENEFIT PROGRAMS.** Unless additional or different benefits are provided by federal or state law (e.g. Unemployment Insurance and Workers' Compensation) the benefits of all employees, officers, boards, commissions, assistants, deputies, clerks and attaches, including elected officials and department heads and their deputies and assistants, are set forth in the following "Benefit Programs," which determine the benefits applicable to persons in each type. The Salary Schedule contains a list of all classes. Each class is assigned a "Benefit Plan Designator" in the column headed "Ben Pgm," which identifies eligibility for benefits as one of the following types, for all employees in that class except those on an "hourly" or "special rate" pay basis.

- (m) Other Benefits. In addition to the benefits listed above in the Benefit Program, there are other benefits, which are elsewhere provided for:
- (4) Optional Benefits. Some employees may also be eligible for other benefits not described or set forth in this ordinance. These benefits, subject to the employee's enrollment, and not contributed to by the County, are:
    - Dental Insurance
    - Vision Insurance
    - Supplemental Life Insurance
    - Supplemental Accidental Death and Dismemberment Insurance (AD&D)
    - Flexible spending accounts for pre-tax reimbursement of qualified medical and/or dependent day care expenses. Account credits must be used during the plan year in which they are earned for expenses incurred during the same plan year.
    - Healthcare Reimbursement Accounts for pre-tax reimbursement of qualified medical expenses. Account credits must be used during the plan year in which they are earned for expenses incurred during the same plan year.

**Section 10.** Subsections (a)(2), (c)(3), and (d)(13) of section 5.1.6 of the Compensation Ordinance are 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.

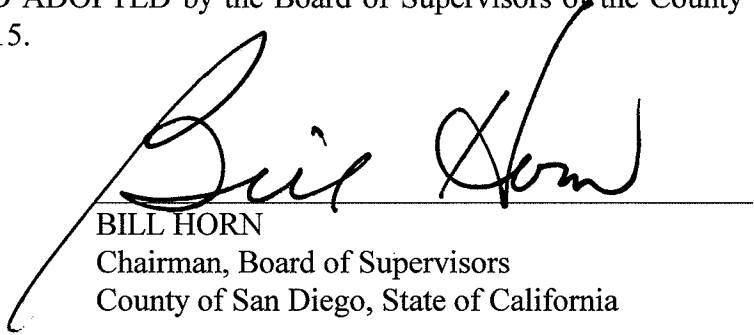
- (a) Plan Design. The flexible benefits plan is a cafeteria-style benefits program wherein the County makes a contribution toward the Flexible Benefits Plan for each eligible employee to be allocated during the employee's active employment. This plan includes for eligible employees pre-tax contributions for all monies paid toward health, dental, vision and/or voluntary AD&D plans. The County contribution is distributed by the employee among the menu of benefit options listed below, the specific details and administration of which are set forth in the plan brochures:
- (2) Optional Benefits:
- Dental insurance
  - Vision insurance
  - Supplemental life insurance
  - Supplemental accidental death and dismemberment insurance (AD&D)
  - Flexible spending accounts for pre-tax reimbursement of qualified medical and/or dependent day care expenses. Account credits must be used during the plan year in which they are earned for expenses incurred during the same plan year.
  - Healthcare Reimbursement Accounts for pre-tax reimbursement of qualified medical expenses. Account credits must be used during the plan year in which they are earned for expenses incurred during the same plan year.
- (c) Coverage.
- (3) Waive Coverage/Proof of Coverage. Employees who submit satisfactory "Proof of Other Health Insurance Coverage" may elect not to be covered by the County's health insurance plans. This election may only be made during the County's open enrollment period or during the year as the result of a qualifying "change in status" as defined by Section 125 of the Internal Revenue Code. For employees waiving primary participation in a County-sponsored health plan, the County's contribution will be deposited into the employee's Flexible Spending and/or their Healthcare Reimbursement Accounts for pre-tax reimbursement of qualified medical expenses not to exceed \$4,999.99 per calendar year. Account credits must be used during the plan year in which they are earned for expenses incurred during the same plan year.
- (d) County Contributions Toward Flexible Benefit Plan. Insurance premium costs shall be borne by the employee excepting that the County shall make the following contribution toward the Flexible Benefits Plan (which includes health insurance). The employee's insurance premium costs will be reduced by the amount the employee elects to distribute to his or her insurance premium costs from the County's contribution toward the Flexible Benefits Plan. The County's contribution toward the Flexible Benefits Plan shall be:
- (13) Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, EM, EO, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SS, SW and UM who have flex credits not designated for eligible services shall have such credits placed in the employee's Healthcare Reimbursement Account (HRA) and/or a health Flexible Spending Account (FSA). IRS regulations establish annual maximum limits for flexible credits which may be rolled over to an HRA and/or an FSA. An employee is not entitled to flexible credits that, when rolled over to an HRA and/or an FSA, exceed the maximum limits allowed by law. Any employee who is expected to have flexible credits rolled over to an HRA and/or an FSA that will exceed the maximum limits shall have their bi-weekly flex credit contributions adjusted to an amount, that when calculated on an annual basis, will be equal to the maximum allowed by law.

**Section 11. Effective Date.** Sections 3, 6, 7, 8, 9 and 10 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 12. Operative Date.** Operative dates by specified section are listed in the table below.

<b>Section Number</b>	<b>Operative Date</b>
Section 1	6/26/2015 6/24/2016
Section 2	2/6/2015
Section 3	1/9/2015
Section 4	2/6/2015
Section 5	2/6/2015
Section 6	1/9/2015
Section 7	1/9/2015
Section 8	1/9/2015
Section 9	1/9/2015
Section 10	1/9/2015

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 6<sup>th</sup> day of January, 2015.

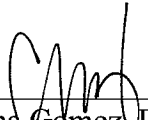
  
BILL HORN  
Chairman, Board of Supervisors  
County of San Diego, State of California

The above Ordinance was adopted by the following vote:

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

ATTEST my hand and the seal of the Board of Supervisors this 6<sup>th</sup> day of January, 2015.

DAVID HALL  
Clerk of the Board of Supervisors

By   
Christina Gomez, Deputy



Ordinance No. 10368 (N.S.)

01/06/15 (21)