

CHAPTER 2

ARTICLE 2.1: CLASSIFIED SERVICE, SPECIAL PAY PROVISIONS

(Amended 08/02/96, Ord. No. 8707)

SECTION 2.1.1: APPLICATION. This article establishes classes and the compensation for each position in the Classified Service, as the classes, salary ranges and steps, and number of positions set forth in the Classified Service in Chapter 6 (Authorized Positions) and Appendix One.

(Amended 01/18/08, Ord. No. 9912)

SECTION 2.1.2: INCENTIVE COMPENSATION ADJUSTMENT: DEPUTY COUNTY COUNSEL.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 2.1.3: RELOCATION ALLOWANCE FOR HARD-TO-RECRUIT PROFESSIONAL CLASSES. Upon approval by the Chief Administrative Officer or designee, a relocation allowance, up to \$8,000, may be authorized for professional classes designated by the Director as Hard-to-Recruit. Relocation expenses may include, but are not limited to, personal transportation, moving expenses and temporary housing. Approval must be obtained prior to any job offer. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Auditor & Controller prior to reimbursement.

(Repealed 08/02/96, Ord. No. 8707)
(Added 08/03/07, Ord. No. 9876)
(Amended 08/01/08, Ord. No. 9946)
(Amended 01/10/14, Ord. No. 10314)
(Amended 07/01/19, Ord. No. 10609)

SECTION 2.1.4: COUNTY WORKER.

(Repealed 05/03/01, Ord. No. 9320)

SECTION 2.1.4.5: COUNTY WORKER (DETENTION FACILITIES MEDICAL STAFF).

(Repealed 06/30/90, Ord. No. 7713)

SECTION 2.1.5: “PASS THROUGH” PAYMENTS: In recognition of the fact that the State of California has designated funds for the direct compensation of certain designated employees who provide health care services in Skilled Nursing Facilities; the monies involved derive directly from the State of California and not from the funds of the County of San Diego; the State of California seeks to “pass through” compensation for health care employees who are assigned to provide direct patient care at skilled nursing facilities for which the County receives funds through the State of California pursuant to the provisions of Welfare and Institutions Code Section 14110.6.

Edgemoor “Pass Through” Premium Pay: Eligible employees in the following classes shall receive “Edgemoor Pass Through” premium pay up to a maximum of 10% calculated on their base hourly pay rate. This premium shall apply to all paid hours and shall not apply towards terminal payoff.

<u>Class No.</u>	<u>Class Title</u>
002650	Stock Clerk
004465	Nutritionist
004538	Staff Nurse
004615	Certified Nurse Assistant
004625	Licensed Vocational Nurse
004770	Dietitian
005884	Building Maintenance Engineer
005905	Carpenter
005920	Electrician
005940	Painter
005967	Senior Painter
006200	Building Maintenance Engineer Assistant
006410	Senior Cook
006411	Cook
006415	Food Services Worker
007030	Senior Custodian
007035	Healthcare Agency Housekeeper
007036	Sr Healthcare Agency Housekeeper
007514	Shuttle Bus Driver
007540	Construction & Services Worker

Payment of the “Edgemoor Pass Through” premium pay is contingent upon continuation of funding by the State of California or, if such funding is not continued, shall be at the discretion of the County.

(Added 02/23/01, Ord. No. 9310)
 (Amended 10/03/03, Ord. No. 9602)
 (Amended 04/02/04, Ord. No. 9630)

(Amended 10/01/04, Ord. No. 9677)
(Amended 04/01/05, Ord. No. 9708)
(Amended 04/28/06, Ord. No. 9761)
(Amended 06/23/06, Ord. No. 9783)
(Amended 06/22/07, Ord. No. 9871)
(Amended 01/18/08, Ord. No. 9912)
(Amended 09/25/09, Ord. No. 10008)
(Amended 10/05/12, Ord. No. 10225)
(Amended 08/05/16, Ord. No. 10432)

SECTION 2.1.6: LUMP SUM PAYMENT.

(a) Effective June 22, 2018. A one-time lump sum payment of 1% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.

(1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2017/2018. This payment will be included in their regular paycheck. An employee is not eligible to receive the one-time lump sum payment if they terminate before the first day of payroll 2. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service. Part-time employees shall receive a prorated amount according to their standard hours.

Eligible Classes. All classes designated AM, AS, CC, CS, DA, EM, NA, NE, NM, NS, PD, PM, or UM.

(2) Payroll Calculation. Such one-time payment of 1% annualized compensation shall:

- (a) Be subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2018/2019;

(3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 27, 2018) for all eligible classes.

(Added 06/23/17, Ord. No. 10469)
(Amended 06/23/17, Ord. No 10483)

(b) Effective June 21, 2019. A one-time lump sum payment of 1% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.

(1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2018/2019. This payment will be included in their regular paycheck. An employee is not eligible to receive the one-time lump sum payment if they terminate before the first day of payroll 2. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service. Part-time employees shall receive a prorated amount according to their standard hours.

Eligible Classes. All classes designated AM, AS, CC, CS, DA, EM, NA, NE, NM, NS, PD, PM, or UM.

(2) Payroll Calculation. Such one-time payment of 1% annualized compensation shall:

- (a) Be subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2019/2020;

(3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 26, 2019) for all eligible classes.

(Added 06/23/17, Ord. No. 10469)
(Amended 06/23/17, Ord. No 10483)

(c) Effective June 19, 2020. A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.

(1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2019/2020. This payment will be included in their regular paycheck. An employee is not eligible to receive the one-

time lump sum payment if they terminate before the first day of payroll 2. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service. Part-time employees shall receive a prorated amount according to their standard hours.

Eligible Classes. All classes designated AM, AS, CC, CS, DA, EM, NA, NE, NM, NS, PD, PM, or UM.

- (2) Payroll Calculation. Such one-time payment of 2% annualized compensation shall:
 - (a) Be subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not continue beyond Fiscal Year 2020/2021;
- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 24, 2020) for all eligible classes.

(Added 06/23/17, Ord. No. 10469)
(Amended 06/23/17, Ord. No 10483)

- (d) Effective June 18, 2021. A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2020/2021. This payment will be included in their regular paycheck. An employee is not eligible to receive the one-time lump sum payment if they terminate before the first day of payroll 2. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service. Part-time employees shall receive a prorated amount according to their standard hours.

Eligible Classes. All classes designated AM, AS, CC, CS, DA, EM, NA, NE, NM, NS, PD, PM, or UM.

- (2) Payroll Calculation. Such one-time payment of 2% annualized compensation shall:
 - (a) Be subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not continue beyond Fiscal Year 2021/2022;
- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 23, 2021) for all eligible classes.

(Added 06/23/17, Ord. No. 10469)
(Amended 06/23/17, Ord. No 10483)
(Amended 01/18/19, Ord. No 10587)

SECTION 2.1.7: LUMP SUM PAYMENTS FISCAL YEARS 2019/2020 AND 2021/2022.

- (a) Effective June 21, 2019. A one-time lump sum payment of \$1,500.
 - (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2018/2019.

Eligible Classes. All classes designated: PO.
 - (2) Payroll Calculation. Such one-time payment of \$1,500 shall:
 - (a) Be included in the employees regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.
 - (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 26, 2019) for all eligible classes.

- (4) Part-time employees shall receive a pro-rated amount according to their standard hours.
- (b) Effective June 18, 2021. A one-time lump sum payment of \$1,000.
 - (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2020/2021.

Eligible Classes. All classes designated: PO.
 - (2) Payroll Calculation. Such one-time payment of \$1,000 shall:
 - (a) Be included in the employees regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.
 - (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 23, 2021) for all eligible classes.
 - (4) Part-time employees shall receive a pro-rated amount according to their standard hours.

(Amended 01/18/19, Ord. No. 10587)

SECTION 2.1.8: LUMP SUM PAYMENTS FISCAL YEARS 2018/2019, 2019/2020, 2020/2021, AND 2021/2022.

- (a) Effective June 22, 2018. A one-time lump sum payment of \$750.
 - (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2017/2018.

Eligible Classes. All classes designated: AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PR, PS, RN, SS, or SW.
 - (2) Payroll Calculation. Such one-time payment of \$750 shall:

- (a) Be included in the employees regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.
- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 27, 2018) for all eligible classes.
- (4) Part-time employees shall receive a pro-rated amount according to their standard hours.
- (b) Effective June 21, 2019. A one-time lump sum payment of \$750.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2018/2019.
- Eligible Classes. All classes designated: AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PR, PS, RN, SS, or SW.
- (2) Payroll Calculation. Such one-time payment of \$750 shall:
- (a) Be included in the employees regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 26, 2019) for all eligible classes.
 - (4) Part-time employees shall receive a pro-rated amount according to their standard hours.
- (c) Effective June 19, 2020. A one-time lump sum payment of \$1,500.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2019/2020.

Eligible Classes. All classes designated: AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PR, PS, RN, SS, or SW.
 - (2) Payroll Calculation. Such one-time payment of \$1,500 shall:
 - (a) Be included in the employees regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.
 - (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 24, 2020) for all eligible classes.
 - (4) Part-time employees shall receive a pro-rated amount according to their standard hours.
- (d) Effective June 18, 2021. A one-time lump sum payment of \$1,500.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2020/2021.

Eligible Classes. All classes designated: AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PR, PS, RN, SS, or SW.
 - (2) Payroll Calculation. Such one-time payment of \$1,500 shall:

- (a) Be included in the employees regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.
- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 23, 2021) for all eligible classes.
- (4) Part-time employees shall receive a pro-rated amount according to their standard hours.

(Repealed 10/31/03, Ord. No. 9605)
 (Added 06/28/13, Ord. No. 10263)
 (Amended 06/28/13, Ord. No. 10266)
 (Amended 07/12/13, Ord. Nos. 10268, 10269)
 (Amended 09/20/13, Ord. No. 10291)
 (Amended 10/08/13, Ord. No. 10293)
 (Amended 12/03/13, Ord. No. 10303)
 (Amended 01/10/14, Ord. Nos. 10314, 10316)
 (Amended 06/27/14, Ord. Nos. 10326, 10344)
 (Amended 06/23/17, Ord. No. 10469 & 10479)
 (Amended 10/13/17, Ord. No. 10499)
 (Amended 01/18/19, Ord. No. 10587)

SECTION 2.1.9: LUMP SUM PAYMENT YEARS 2017/2018, 2018/2019, 2019/2020, 2020/2021, 2021/2022, AND 2022/2023.

- (a) Effective January 05, 2018. A one-time lump sum payment of \$750.
- (1) Eligibility. Regular employees in eligible classes listed below who have paid service during Fiscal Year (FY) 2016/2017 and who have not received the FY 2017/2018 lump sum payment as a result of a change in class. Part-time employees shall receive a pro-rated amount according to their standard hours.

Eligible Classes. Classes designated CE, CEM and MA.

- (2) Payroll Calculation. Such one-time payment of \$750 shall:
- (a) Be subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not continue beyond Fiscal Year 2017/2018;
 - (d) Not be paid to an employee no longer employed by the County before the first day of payroll 15.

- (3) Payment Date. This payment shall be made on January 26, 2018.

(Added 01/05/18, Ord. No. 10515)

- (b) Effective the pay period following adoption by the Board of Supervisors. A one-time lump sum payment of \$750.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2017/2018.

Eligible Classes. All classes designated: DI, DM, and SO.

- (2) Payroll Calculation. Such one-time payment of \$750 shall:
- (a) Be included in the employees regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not be paid if terminated before the first day of the payroll 02 for classes designated DI and DM, and payroll 08 for classes designated SO. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

- (3) Payment Date. This payment shall be paid effective the pay period following adoption by the Board of Supervisors for all eligible classes.

- (4) Part-time employees shall receive a pro-rated amount according to their standard hours.

(Added 09/28/18, Ord. No. 10560)
(Added 09/28/18, Ord. No. 10562)

- (c) Effective June 21, 2019. A one-time lump sum payment of \$750.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2018/2019.

Eligible Classes. All classes designated: DI, DM, and SO.

- (2) Payroll Calculation. Such one-time payment of \$750 shall:

- (a) Be included in the employees regular paycheck and subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 26, 2019) for all eligible classes.

- (4) Part-time employees shall receive a pro-rated amount according to their standard hours.

(Added 09/28/18, Ord. No. 10560)
(Added 09/28/18, Ord. No. 10562)

- (d) Effective June 19, 2020. A one-time lump sum payment of \$750.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2019/2020.

Eligible Classes. All classes designated: DI, DM, and SO.

- (2) Payroll Calculation. Such one-time payment of \$750 shall:

- (a) Be included in the employees regular paycheck and subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 24, 2020) for all eligible classes.
- (4) Part-time employees shall receive a pro-rated amount according to their standard hours.

(Added 09/28/18, Ord. No. 10560)
 (Added 09/28/18, Ord. No. 10562)

(e) Effective June 18, 2021. A one-time lump sum payment of \$1,500.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2020/2021.

Eligible Classes. All classes designated: DI, DM, and SO.

- (2) Payroll Calculation. Such one-time payment of \$1,500 shall:

- (a) Be included in the employees regular paycheck and subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

(3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 23, 2021) for all eligible classes.

(4) Part-time employees shall receive a pro-rated amount according to their standard hours.

(Added 09/28/18, Ord. No. 10560)

(Added 09/28/18, Ord. No. 10562)

(f) Effective July 1, 2022. A one-time lump sum payment of \$1,500.

(1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2021/2022.

Eligible Classes. All classes designated: DI, DM, and SO.

(2) Payroll Calculation. Such one-time payment of \$1,500 shall:

(a) Be included in the employees regular paycheck and subject to normal deductions;

(b) Not modify the salary base or computations of premiums or bonuses;

(c) Not be paid if terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

(3) Payment Date. This payment shall be paid on the payday of payroll 02 (August 5, 2022) for all eligible classes.

(4) Part-time employees shall receive a pro-rated amount according to their standard hours.

(Added 09/28/18, Ord. No. 10560)

(Added 09/28/18, Ord. No. 10562)

(Amended 01/18/19, Ord. No. 10587)

SECTION 2.1.10: RATIFICATION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.11: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.12: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.13: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.14: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.15: RECOGNITION PREMIUM.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.16: FIRESTORM 2007 EMPLOYEE COMPENSATION.

(Added 11/05/03, Ord. No. 9609)

(Repealed 04/01/05, Ord. No. 9708)

(Added 11/09/07, Ord. No. 9895)

(Repealed 01/15/10, Ord. No. 10026)

SECTION 2.1.17: SHERIFF'S DEPARTMENT HARD TO RECRUIT REFERRAL
REWARD PROGRAM.

(Repealed 01/14/11, Ord. No. 10106)

SECTION 2.1.18: PUBLIC EMERGENCY ORDER NOT TO REPORT TO NORMAL
WORK LOCATION AND AUTHORIZATION OF COMPENSATION.

- (a) Eligibility. Notwithstanding section 1.2.6, employees serving in positions designated biweekly pursuant to section 1.2.3(a) are eligible for the

compensation authorized by this section, except as provided in subsection (d) of this Section. Eligible employees under this section are employees who are ordered by their appointing authority to not report to their normal assigned work location pursuant to this section, and who come within the meaning of the following definitions:

- (1) Employees who serve in non-essential job function positions, according to the designation in the employees' department Continuity of Operations Plan (COOP), and who may or may not be directed by their appointing authority to work at home or an alternate work location during an emergency.
- (2) Employees who serve in essential job function positions, according to the employees' department COOP, and who are directed by their appointing authority to work at home or an alternate work location during an emergency.

(b) Authorization and Public Emergency Justification for Order Not to Report to Normal Work Location.

- (1) CAO Authorization for Order Not to Report to Normal Work Location. If the Chief Administrative Officer activates the County's COOP due to a declaration of a local public emergency as defined in the California Emergency Services Act (Government Code Section 8558), the CAO may authorize County appointing authorities, including both elected and appointed County officials, to order eligible employees to not report to their normal assigned work locations.
- (2) Public Emergency Justification. The justification for the CAO's authorization to the appointing authorities, pursuant to this section, shall be based upon the CAO's determination that the public health and safety requires minimal to no travel on the local roads and highways.

(c) Authorization for Appointing Authorities to Order Eligible Employees Not to Report to Normal Work Location and to Direct Eligible Employees Whether to Work at Home or Alternate Work Location. Appointing authorities are authorized to order eligible employees to not report to their normal assigned work location only if the CAO authorizes such order pursuant to subsection (b) above. When the CAO authorizes such an order, the appointing authority may determine which eligible employees shall be ordered to not report to their normal assigned work location, and shall direct such employees whether to perform their assigned duties, as follows:

- (1) Employees in Non-Essential Function Positions. When the appointing authority orders eligible employees who serve in non-essential function positions to not report to their normal assigned work location, the appointing authority's order shall also include direction to the employees that they either:
 - (i) must continue to perform their regular work duties, to the extent possible, at their home (or alternate location as specified in subsection (c) (4)) during their regularly scheduled hours while the order under this subsection is in effect, or
 - (ii) are not required to perform their regular work duties because it is not possible to perform such duties outside their normal work locations.
 - (2) Employees in Essential Function Positions. When the appointing authority orders eligible employees who serve in essential function positions to not report to their normal assigned work location, the appointing authority's order shall also include direction to the employees that they must continue to perform their regular work duties, to the extent possible, at their home (or alternate location as specified in subsection (c)(4)) during their regularly scheduled hours while the order under this subsection is in effect.
 - (3) Period of Time for Order Not to Report to Normal Work Location. The period of time during which an appointing authority is authorized to have in effect any order not to report to a normal assigned work location shall:
 - (i) commence on or after the day the CAO activates the County's COOP, and
 - (ii) terminate on or before the day the CAO deactivates the County COOP, as determined by the appointing authority by designation of such time period for each eligible employee that is ordered not to report to his/her normal work location.
 - (4) Alternate Work Location. An appointing authority may order some or all eligible employees pursuant to this section to perform work during their regularly scheduled hours at their home, an alternate work location, including other County facilities, or any other location approved by the appointing authority.
- (d) Authorization and Calculation of Compensation. Eligible employees under this section are authorized to be compensated pursuant to the following

calculation:

- (1) The calculation of the payment authorized by this subsection shall be based upon the number of hours in the employee's established regularly scheduled standard work day that an eligible employee was scheduled to work on the applicable days the employee was ordered not to report to his/her normal assigned work location pursuant to subsection (c), regardless of whether the employee performed work. For any hours not actually worked during the periods indicated under subsection (c), the calculation of payment will not include any Premiums as defined in Compensation Ordinance Articles 1.6 through 1.11, inclusive.
 - (2) The calculation of payment will not include any scheduled or anticipated overtime.
 - (3) Compensation paid pursuant to this section shall not count as hours worked for purposes of calculating overtime.
- (e) Exceptions. This section shall not apply to employees who were on authorized paid leave (e.g., vacation, sick leave, compensatory time off, or any other paid leave) of absence during all or a portion of any of the days specified in subsection (c). Such employees shall be compensated pursuant to the paid leave of absence provisions applicable to their absence from work during the days specified in subsection (c). This section also shall not apply to employees who were on authorized leave without pay during all or any portion of any of the days specified in subsection (c) since such employees would not have worked on these days regardless of the emergency conditions.

(Added 10/23/09, Ord. No. 10016)

SECTION 2.1.19: RETENTION INCENTIVE PROGRAM.

Employees in classes designated DS or SM:

Effective June 21, 2019: all regular employees who have 20 years of service with the County of San Diego shall receive a 2.5% retention incentive premium.

Effective June 18, 2021: the retention incentive premium will be increased to 5%.

Effective for all "new members", as defined by Government Code section 7522.04(f), hired into DS or SM bargaining units on or after implementation of Safety Tier D, shall receive an additional retention premium of 5% at 25 years of service with the County of San Diego.

(Added 08/03/18, Ord. No. 10549)

SECTION 2.1.20: COVID-19 HAZARD PAY AND TELEWORK PAYMENT. A one-time lump sum payment shall be paid to eligible County employees in addition to the regular compensation for work performed during the specified period.

(a) Compensation Categories. Eligible employees may receive compensation under only one of the following categories:

(1) Category A: \$2,500 each.

County employees who work directly with COVID-19 positive individuals and Persons Under Investigation (PUIs) of being COVID-19 positive, including those who work with the deceased; as well as all employees who perform field work that requires them to enter residences or facilities not operated by the County, those who work in locked correctional facilities, residential care, patient care settings, and County employees who work onsite at County work locations during a documented COVID-19 outbreak.

(2) Category B: \$1,500 each.

County employees who do not perform work under Category A but engage with the public and/or clients that increases the potential for contact with COVID-19 positive individuals. Additionally, all County employees who are required to report to work onsite on a part-time or full-time basis and are at risk of exposure due to interaction with coworkers.

(3) Category C: \$750 each.

Teleworking payment to support employees who are teleworking and have incurred work-related expenses such as internet access, printing, equipment, electricity use, and other expenses necessary to fulfill job requirements.

(b) Eligibility. In order to be eligible for one of the Compensation Categories above, the employee must meet all of the following criteria:

(1) Employee is not eligible to receive any of the one-time lump sum payments above if they terminate before the first day of payroll 04 (July 30, 2021). This payment shall be paid on the payday of payroll 04 (August 20, 2021).

(2) Employee was employed by the County on or before October 19, 2020.

- (3) Employee must have a minimum of 1040 paid work hours during the period of March 19, 2020 through May 31, 2021.
- (4) Employee performed the duties under the working conditions described in a Category for more than 50% of their paid working hours during the period of March 19, 2020 through May 31, 2021.
- (5) Part-time employees shall receive a pro-rated amount according to their standard hours.
- (6) An employee shall not be entitled to the one-time lump sum payment above if they received a one-time payment under the terms of a different bargaining unit for the same COVID-19 compensation framework.
- (7) Eligible Classes. Classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, EM, FS, HS, MA, MM, NA, NE, NM, PD, PM, PO, PR, PS, RN, SM, SO, SS, SW, and UM.

(c) Conditions.

- (1) Agreement between the County of San Diego and associations on employee assignments to the three categories specified above.
- (2) No portion of this proposed compensation framework shall be subject to the applicable grievance procedures contained in the applicable Memorandum of Agreement.

(Added 08/13/21, Ord. No. 10739)