

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(Repealed 01/18/08, Ord.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(Repealed 08/02/96, Ord.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: RELOCATION ALLOWANCE FOR RECRUITMENT FOR CLASSIFICATIONS DESIGNATED DS, SM OR PO.

Upon determination by the appointing authority and approval by the Chief Administrative Officer or designee, that relocation allowance is appropriate to facilitate recruitment or selection for an appointment to a vacant position in a class designated DS, SM, or PO, a relocation allowance in an amount not to exceed \$15,000 may be authorized for the actual and reasonable relocation expenses incurred incidental to relocation of the

appointee and their immediate family to San Diego County. Expenses may include, but are not limited to, personal transportation, moving expenses for household goods, and temporary housing arrangements. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Auditor & Controller prior to reimbursement.

(Repealed 05/03/01, Ord. No. 9320)
 (Added 08/30/22, Ord. No. 10805)
 (Amended 09/12/23, Ord. No. 10861)

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(Repealed 06/30/90, Ord.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

<u>Class No.</u>	<u>Class Title</u>
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 July 1, 2022. A one-time lump sum payment of two thousand dollars (\$2,000) 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 2021/2022. 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 (July 15, 2022). 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 pro-rated amount according to their standard hours.

Eligible Classes. All classes designated AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PR, PS, RN, SS, and SW.

- (2) Payroll Calculation. Such one-time of \$2,000 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 2022/2023;
- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 22, 2022) for all eligible classes.

(Added 06/23/17, Ord. No. 10469)
(Amended 06/23/17, Ord. No. 10483)
(Amended 06/28/22, Ord No.10798)

- (b) Effective July 1, 2023. A one-time lump sum payment of \$600 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 2022/2023. 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 (July 14, 2023). 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 pro-rated amount according to their standard hours.

Eligible Classes. All classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PR, PS, RN, SS, SW and UM.

- (2) Payroll Calculation. Such one-time payment of \$600 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 2023/2024;
- (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 21, 2023) for all eligible classes.

(Added 06/23/17, Ord. No. 10469)
(Amended 06/23/17, Ord. No. 10483)
(Amended 06/28/22, Ord. No.10798)

SECTION 2.1.7: LUMP SUM PAYMENTS FISCAL YEARS 2022/2023 and 2023/2024.

(a) Effective July 1, 2022. 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 2021/2022. This payment will be included in their regular paycheck. An employee is not eligible to receive the onetime lump sum payment if they terminate before the first day of payroll 2 (July 15, 2022). 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, and UM.

(2) Payroll Calculation. Such one-time payment of 2% annual compensation 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 continue beyond Fiscal Year 2022/23.

(3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 22, 2022) for all eligible classes.

(b) Effective June 30, 2023. 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 2022/2023. 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 (July 21, 2023). 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 DI and DM.

- (2) Payroll Calculation. Such one-time payment of 2% annual compensation 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 continue beyond Fiscal Year 2023/24.
 - (3) Payment Date. This payment shall be paid on the payday of payroll 02 (July 21, 2023) for all eligible classes.
- (c) Effective September 8, 2023. A one-time lump sum payment of \$2,000.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2022/2023.

Eligible Classes. All classes designated: PO.

- (2) Payroll Calculation. Such one-time payment of \$2,000 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 06. 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 06 (September 29, 2023) for all eligible classes. The expiration of the one-time payment is June 30, 2024.
- (4) Part-time employees shall receive a pro-rated amount according to their standard hours.

(Amended 01/18/19, Ord. No. 10587)
(Amended 06/28/22, Ord. No. 10798)
(Amended 06/23/23, Ord. No. 10853)
(Amended 09/12/23, Ord. No. 10860)

SECTION 2.1.8: LUMP SUM PAYMENTS FISCAL YEARS 2023/2024.

- (a) Effective June 30, 2023. 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 2022/2023. 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 (July 21, 2023). 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 SM.

- (2) Payroll Calculation. Such one-time payment of 2% annual compensation shall:
 - (a) Be included in the employee's regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not continue beyond Fiscal Year 2023/24.

- (3) Payment Date. This payment shall be paid on the payday in payroll 02 (July 21, 2023) for all eligible classes.
- (b) Effective June 30, 2023. A one-time lump sum payment of \$2,000 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 2022/2023. 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 (July 21, 2023). 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 DS.

- (2) Payroll Calculation. Such one-time payment of \$2,000 shall:
- (a) Be included in the employee's regular paycheck and subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2023/24.
- (3) Payment Date. This payment shall be paid on the payday in payroll 02 (July 21, 2023) for all eligible classes.

(Repealed 06/28/22, Ord. No.10798)
(Added 06/27/23, Ord. No. 10855)

SECTION 2.1.9: LUMP SUM PAYMENT FISCAL YEAR 2023/2024.

- (a) Effective September 22, 2023. A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all eligible County employees listed below in addition to the regular compensation for work performed during the payout pay period.
- (1) Eligibility. All regular employees in the eligible class listed below who

have paid service during Fiscal Year 2022/2023. 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 07 (September 22, 2023). 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 Class: 005115 Supervising Probation Officer.

- (2) Payroll Calculation. Such one-time payment of 2% annual compensation shall:
 - (a) Be included in the employee's regular paycheck and subject to normal deductions;
 - (b) Not modify the salary base or computations of premiums or bonuses;
 - (c) Not continue beyond Fiscal Year 2023/24.
- (3) Payment Date. This payment shall be paid on the payday in payroll 07 (October 13, 2023) for the eligible class 005115 Supervising Probation Officer.

(Added 01/05/18, Ord. No. 10515)
(Added 09/28/18, Ord. No. 10560)
(Added 09/28/18, Ord. No. 10562)
(Amended 01/18/19, Ord. No. 10587)
(Repealed 09/12/23, Ord No. 10861)
(Added 09/26/23, Ord. No. 10864)

SECTION 2.1.10: RECRUITMENT BONUS.

- (a) New employees hired between September 9, 2022 and September 12, 2024 in the eligible classifications listed below qualify for a recruitment bonus to be paid as follows:

\$1,250	Upon completion of the hiring process
\$1,250	After successful completion of the probation period

<u>Eligible Classes:</u>	
003635	Civil Engineer
004158	Deputy Medical Examiner I
004159	Deputy Medical Examiner II
006035	Equipment Operator

Current Employees do not qualify under this program.

This bonus pay shall expire on September 12, 2024, and shall not apply to any person hired after September 12, 2024.

- (b) New employees hired on or after October 6, 2023, in the eligible classification listed below qualify for a recruitment bonus to be paid as follows:

\$1,250	Upon completion of the hiring process
\$1,250	After successful completion of the probation period

<u>Eligible Class:</u>	
005065	Deputy Probation Officer

Current employees hired before October 6, 2023, do not qualify under this program.

(Repealed 06/11/93, Ord. No. 8248)
(Added 08/30/22, Ord. No. 10805)
(Amended 09/12/23, Ord. No. 10861)

SECTION 2.1.11: WELLNESS COMPENSATION ONE-TIME PAYMENT.

- (a) Effective April 9, 2024. A one-time lump sum payment shall be paid to all eligible permanent County employees in addition to the regular compensation for the pay period. The one-time lump sum payment is provided to offset the impacts of rising healthcare costs.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service on or before December 29, 2023. This payment will be included in their regular paycheck. 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 Wellness Compensation payment. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

Eligible Classes. All classes designated AE, AM, AS, CC, CE, CEM, CL,

CM, CR, CS, DA, DI, DM, DS, EM, FS, HS, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SM, SO, SS, SW, and UM.

- (2) Payroll Calculation. Such one-time payment 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 2023/2024;
- (3) Payment Amount. Payment amounts shall be based upon the employee's health plan level of enrollment for the calendar year 2024:

Health Plan Level of Enrollment	One-time Payment Amount
Waive healthcare coverage	\$100.00
Employee Only coverage	\$275.00
Employee + 1 Dependent coverage	\$600.00
Employee + 2 or More Dependents coverage	\$925.00

- (4) Payment Date. This payment shall be paid on the payday of payroll 21 (April 26, 2024) for all eligible classes.

(Repealed 06/11/93, Ord. No. 8248)
(Added 4/9/24, Ord. No. 10897)

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: HARD TO RECRUIT REFERRAL REWARD PROGRAM.

Employee Eligibility:

- A. Only regular County of San Diego employees are eligible to submit referrals under this program with the following exceptions:
- 1) Employees working in the human resources field;
 - 2) Those employees who have responsibility for recruitment as part of their assigned job duties, including individuals assigned on a temporary basis to carry out specialized recruiting activities unless it can be verified that the recruitment did not occur during that activity; and
 - 3) All elected and unclassified employees.
- B. Eligible employees must be active at the time of referral and active at the time of reward to receive payment of reward.
- C. Hard to Recruit Positions are defined as the following*:
- 002387 – Quality Assurance Specialist
 - 002820 – Sheriff’s Emergency Services Trainee
 - 002822 – Sheriff’s Emergency Services Dispatcher
 - 003615 – Asst Engineer
 - 003635 – Civil Engineer
 - 003720 - Senior Civil Engineer
 - 003785 – Land Surveyor
 - 003812 – Engineering Technician III
 - 003813 – Engineering Technician II
 - 003814 – Engineering Technician I
 - 004158 – Deputy Medical Examiner I
 - 004159 – Deputy Medical Examiner II
 - 004162 – Medical Consultant
 - 004196 – Psychiatrist
 - 004199 – Psychiatrist Specialist

004304 – Utilization Review Quality Improvement Supervisor
004314 – Utilization Review Quality Improvement Specialist
004346 – Public Health Microbiologist
004348 – Supervising Public Health Microbiologist
004353 – Senior Public Health Microbiologist
004517 – Certified Nurse Practitioner
004525 – Psychiatric Nurse
004533 – In-Service Education Coordinator
004538 – Staff Nurse
004544 – Supervising Nurse
004546 – Sheriff’s Detentions Supervising Nurse
004548 – Sheriff’s Detentions Nurse
004565 – Public Health Nurse
004567 – Senior Public Health Nurse
004570 – Public Health Nurse Supervisor
004625 – Licensed Vocational Nurse
004626 – Sheriff’s Detentions Licensed Vocational Nurse
005045 – Clinical Psychologist
005087 – Sr Clinical Psychologist
005102 – Licensed Mental Health Clinician
005253 – Protective Services Worker
005279 – Sheriff’s Detentions, Mental Health Clinician
005280 – Sheriff’s Detentions, Chief Mental Health Clinician
005746 – Deputy Sheriff
005757 – Deputy Sheriff – Detentions/Court Services
006035 – Equipment Operator

*Any other classification identified by the Department of Human Resources.

D. Amount of Referral Reward:

The amount of referral reward will be a gross payment of \$1,000 and will be paid through the regular payroll advice/warrant.

E. Referrals Eligible for Referral Reward:

- 1) Referrals only qualify under this program if a written referral is made by an eligible employee during the recruitment period.
- 2) Current employees do not qualify as “applicants” to be referred under this program.
- 3) Immediate family of the referring employee do not qualify as “applicants” to be referred under this program. Immediate family includes husband, wife, child, stepchild, brother, stepbrother,

sister, stepsister, parent, stepparent, 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.

- 4) An employee is only eligible to receive up to five (5) referral reward payments per fiscal year, regardless of the total number of referrals made by the employee that meet the criteria for successful completion of the program.
- 5) Applicant must be hired as a regular County employee in one of the identified hard to recruit positions.

F. Process for Receiving Referral Reward:

Confidential Referral Form:

- 1) The referring employee must complete and submit a Confidential Referral Form to the Department of Human Resources. The Confidential Referral Form must be submitted electronically before the referred candidate submits application.
- 2) Payment of the referral reward will be subject to verification that all required parties have met the eligibility requirements.
- 3) Verbal referrals will not be accepted.
- 4) Only one employee may qualify for the referral reward for each referred candidate. In the event of multiple Confidential Referral Forms for the same candidate, the Confidential Referral Form with the earliest time/date stamp will be used in determining eligibility for reward.

G. Reward payment will be made in the following manner:

- 1) The recruited employee must complete three (3) months of paid service as a regular County employee in one of the identified hard to recruit positions in order for the \$1,000 referral reward to be paid to the employee who made the referral.
- 2) A gross payment of \$1,000 will be made to the referring employee through the regular payroll advice or warrant.
- 3) The decision to award or deny payment under this Hard to Recruit Referral Reward Program shall be at the sole discretion of the County and shall not be subject to appeal or grievance.

H. Duration:

- 1) This program shall be in place through September 12, 2024.

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

(Added 08/30/22, Ord. No. 10805)

(Amended 09/12/23, Ord. No. 10861)

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.

(a) Employees in classes designated DS or SM:

- (i) 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%.

- (ii) 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)
(Amended 09/12/23, Ord. No. 10860)

(b) Employees in classes designated PO:

- (i) Effective September 8, 2023: all regular employees who have 20 years of service with the County of San Diego shall receive a 2.5% retention incentive premium.

(Added 09/12/23, Ord. No. 10860)

(c) Employees in classes designated SO:

- (i) Effective September 22, 2023: all regular employees who have 20 years of service with the County of San Diego shall receive a 2.5% retention incentive premium.

(Added 09/26/23, Ord. No. 10864)

(d) Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, EM, FS, HS, MA, MM, NA, NE, NM, NR, PD, PM, PR, PS, RN, SS, SW or UM:

- (i) Effective July 1, 2022: all regular employees enrolled in General Tier D retirement who have 20 years of service with the County of San Diego shall receive a 5% retention incentive premium.

- (ii) Effective July 1, 2022: all regular employees enrolled in General Tier D retirement who have 25 years of service with the County of San Diego shall receive an increase of 5% to the retention incentive premium for a total of 10%.

- (iii) Effective for all “new members”, as defined by Government Code section 7522.04(f), hired into AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, EM, FS, HS, MA, MM, NA, NE, NM, NR, PD, PM, PR, PS, RN, SS, SW or UM bargaining units.

(Added 06/28/22, Ord. No.10798)

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)