SUTTER COUNTY BOARD OF SUPERVISORS
Board Agenda Staff Report

To: Honorable Board of Supervisors
From: Gina Rowland, Human Resources Director
Department: Human Resources
Subject: Approval of Salary and Benefits for Management Employees and Elected Department Heads; and approve range adjustment for Museum Helper-Extra Help

Recommendation:


2. Approve Resolution amending salaries for the Auditor-Controller, County Clerk-Recorder, County Assessor, District Attorney, Sheriff-Coroner, and Treasurer-Tax Collector.

3. Approve a 2% non-pensionable lump sum payment to be paid by the second full pay period after Board adoption, and a 1% non-pensionable lump sum payment to be paid on the first full pay period of July 2019 for contract Psychiatrists and the Medical Director.

4. Approve a salary range adjustment for Museum Helper-Extra Help to implement the California Minimum Wage.

Background:

Attached for the Board’s consideration are Resolutions amending salaries and benefits for Management employees and Elected Department Heads. These changes are consistent with the terms and conditions approved by the Board for other represented bargaining units.

- A 2% non-pensionable lump sum to be paid by the second full pay period after Board adoption.
- A 1% non-pensionable lump sum to be paid on the first full pay period of July 2019.

The following provisions do not apply to Elected Department Heads:

- Vacation Conversion: Eligible employees who have used at least forty (40) hours of vacation during the current calendar year will have the option to convert up to one hundred and twenty (120) hours of unused vacation to the employee’s deferred compensation account.
• Tuition Reimbursement: Allow employees to utilize existing $1,000 tuition reimbursement for reimbursement of student loan payments.

• Salary upon Promotion: Employees who are receiving salary step 6 or above, or salary step 7 or above for Fire and Law Management, and are promoted to steps 1, 2, 3 or 4 in a new range shall, upon reaching step 5 in the new range, be eligible to go back to the former salary step.

• Add violation of the County’s Alcohol and Drug Abuse Policy as a cause for discipline, and update policy to state violations of the policy may subject an employee to discipline.

In addition, Health and Human Services has requested that the 2% non-pensionable lump sum payment, and 1% lump sum payment effective first pay period in July 2019, be applied to contract Psychiatrists and the Medical Director.

Increases to Minimum Wage

On February 25, 2019, a court decision was issued in the case of Marquez, et al. v. City of Long Beach, holding that the state minimum wage applies to charter cities, and the holding is construed to also apply to all counties (charter and general law). As of January 1, 2019, the minimum wage is $12.00 and effective January 1, 2020, the minimum wage will be $13.00.

Human Resources conducted a review of County salaries to determine if any classifications fall below the current California minimum wage, and is recommending a range adjustment for the following classification to comply with the current minimum wage:

• The current salary range for Museum Helper-Extra Help is GEN/23 ($1,883 - $2,331/Mo; $10.86 - $13.45/Hr), Human Resources recommends a salary range adjustment to GEN/25 ($2,095 - $2,608/Mo; $12.09 - $15.05/Hr). There are currently two active Extra Help employees working in this position at approximately 10-15 hours per pay period. This classification is only hired for Extra Help work.

Human Resources will return to the Board in December 2019 with recommended adjustments required to be in compliance with the $13.00 minimum wage that will be effective January 1, 2020.

Prior Board Action:

On November 6, 2018, the Board approved the following provisions for Management employees:

• Increase the amount of the County contribution to employee medical premiums for the 2019 plan year. These increased rates have already been advertised in our open enrollment packet;
• Increase the amount of the County contribution to the High Deductible Health Plan;
• County to pay the increase to dental insurance coverage for the 2019 Plan Year; and
• County to add sixteen (16) hours of holiday leave to employee’s holiday leave bank, preferably for use during the period of December 24, 2018 and December 28, 2018.

Staff committed to return to the Board with additional terms for Management following the conclusion of bargaining with all represented units.

Board Alternatives:

The Board could choose to implement all, some or none of the recommended actions.

The terms and conditions recommended for management employees are consistent with the terms and conditions negotiated with the General, Supervisory, Professional, Fire, and Probation bargaining units.
Other Department and/or Agency Involvement:
County Administrator’s Office and Health and Human Services Department.

Action Following Approval:
The Chairman of the Board will sign the agreements and Human Resources will modify the Rules Governing Employee Compensation, Benefits and Working Conditions and the Personnel Rules and Regulations. Human Resources will also update the salary range Museum Helper-Extra Help.

Fiscal Impact:
The costs of the recommendations in this staff report are estimated at the following:

2% Non-Pensionable Payment: This will occur during FY2018-19 and will cost approximately $199,350 for employees designated as management, and $28,815 for contract Psychiatrists and the Medical Director. The General Fund portion (including public safety and other related funds) is estimated at $118,000. All other funds are estimated at $110,165.

1% One-time Non-Pensionable Payment: This will occur during FY2019-20 and will cost approximately $99,675 for employees designated as management, and $14,410 for contract Psychiatrists and the Medical Director. The General Fund portion (including public safety and other related funds) is estimated at $59,010. All other funds are estimated at $55,075.

Salary Adjustments: The cost to bring the Museum Helper-Extra Help to minimum wage is estimated to be less than $640 per fiscal year.

Countywide Goals and/or Top Priorities Compliance:
These recommendations support the following Countywide goal:

Provide local government leadership which is open, responsive, ethical, inclusive, and transparent, while recognizing and respecting legitimate differences of opinion.

Standing Committee Review:
This item has not been reviewed by Committee.

Respectfully Submitted,

s/ Gina Rowland
Human Resources Director

Attachments:
1. Resolution Amending Salaries and Benefits for Management Employees
2. ELEC 2019 sal.RESO