



***HUMAN RESOURCES
SALARY ALLOCATION
RESOLUTION NO. 06-120***

INDEX

DEPARTMENTAL SALARY ALLOCATION RESOLUTION NO. 06-120

Section 1.	Titles and Definitions	2-3
Section 2.	Compensation Schedule	4
Section 3.	Basic Biweekly Salary Schedule See OneSolution report HR1200COM.4	
Section 4.	Table and Index See Cognos Job Class report.....	4
	Extra-Help Salaries	4
Section 5.	Classification Plan	5
Section 6.	Departmental Position Allocation Resolution: Number and Classification of positions in the Various County Departments and Offices See COGNOS Authorized Positions .	5
Section 7.	Compensation for Portion of Pay Period	5
Section 8.	Special Compensation	5-19
	A. Assessor’s and Auditor’s Special Pay	5-6
	B. Evening/Night Shift Differential	6-7
	C. Special Duty Pay.....	7-10
	D. On-Call Time	11-12
	E. Call Back Time	12-13
	F. Uniform Allowance	13-14
	G. Sheriff Department	15
	H. Bilingual Pay Differential	15-17
	I. Employees Retirement Contribution.....	17
	J. P.O.S.T. Certificates	17-18
	K. Attorneys.....	18
	L. Public Works/Mechanics – Tool Replacement	18
	M. Recruitment and Retention Differential	18-19
Section 9.	Severability Clause.....	19
Change Sheets	21-22

RESOLUTION NO. 06-120

RESOLUTION SUPERSEDING RESOLUTION 06-120 WHICH PROVIDES
FOR THE COMPENSATION OF OFFICERS, ASSISTANTS,
DEPUTIES, CLERKS, AND ATTACHES EMPLOYED IN THE VARIOUS
AND SEVERAL OFFICES OF THE COUNTY OF MERCED

SECTION 1. TITLE AND DEFINITIONS

This Resolution shall be known and may be cited as the "SALARY RESOLUTION OF MERCED COUNTY".

Words used in the present tense include the future, except where the natural construction of this resolution otherwise indicates. Words in the singular number include the plural, and words in the plural number include the singular, and the word "shall" is mandatory and not directory.

"County Officers" shall mean those certain officers designated in Section 24000 of the Government Code of the State of California as now enacted or as later may be amended.

"Appointive Officers" shall mean those certain persons not "County Officers" who are appointed or employed by the Board of Supervisors, or otherwise as the principal employee of a department or for the discharge of duties expressly provided by law or particular delegated functions.

"Officers" shall mean and include all "County Officers", and "Appointive Officers", as herein defined, except where the natural construction of this resolution otherwise indicates.

"Employees" shall mean all persons employed by the County of Merced, other than "Officers", except where the natural construction of this resolution otherwise indicates.

"Permanent Employee" means an employee who has completed the required probationary period in a regular position.

"Permanent Part-time Employee" shall mean employees engaged in permanent, regular, continuous part time service assigned to work a definite schedule which is less than the normal time schedule for the department in which employed.

"Variable Shift Employees" shall mean employees engaged in permanent, part-time service which is regularly scheduled for no less than 32 hours per biweekly pay period.

"Contract Employee" shall mean employees hired pursuant to a time limited contract to perform services for which regular or Extra-help employment is not a viable option. Such employees shall have their compensation set by the terms of their contract and shall only be entitled to statutory benefits (Workers' Compensation, State Unemployment insurance, Social Security, General Liability Insurance, and Medical Malpractice Insurance, if required) unless otherwise specifically delineated in their contract. Contract employees will not be entitled to any special pays or differentials unless specifically provided by their contract.

SECTION 1. TITLE AND DEFINITIONS (Continued)

“Employment At-Will Status” shall apply, except as provided by law, to all “A” level managers and unrepresented management in the positions of Asst BHRS Director, Assistant Director Public Health, Assistant Public Works Director, County Health Officer, Deputy County Librarian, Deputy Dir – Economic Development, Deputy Dir Workforce Investment, Director of Environmental Health, Forensic Pathologist, BHRS Medical Director, Staff Psychiatrist, Undersheriff of Merced County, Chief Deputy District Attorney and Chief DA Investigator. Incumbents in these positions serve at the pleasure of the department appointing authority as an Employment At-Will unrepresented management employee. Effective September 17, 2019 all other “B” level unrepresented management classifications not listed above will be converted to At-Will Status upon vacancy. Employees appointed to Employment At-Will status may be dismissed or disciplined without notice, hearing, or cause, at the discretion of the appointing authority. Employees appointed to an Employment At-Will position are excluded from any provisions of this Resolution that state, indicate, or may imply notice, hearing or cause is required prior to discipline or dismissal, or that due process provisions should or may be applicable. A current permanent employee in a regular position cannot be changed to an Employment At-Will status or position unless the County obtains the employee's knowledge and consent.

"Regular Position" means a position established by this resolution on a continuing basis, as distinct from intermittent, seasonal, Extra-help, contract, and temporary positions and employees appointed to Employment At-Will Status. "Regular Employee" means the holder of a regular position.

"Limited Term" shall mean time limited regular employment not to exceed the length of the probationary period for the class.

"Intermittent, Seasonal and Extra-help Employee" shall mean and include all employees whose employment is not permanent and whose rate of pay is fixed on an hourly basis. This employment may be regularly recurrent in certain offices or departments because of the particular duties and functions to be discharged that occur periodically each year, or that the workload in a department periodically is at too great a volume to be handled expeditiously by the regular employees within the department. Refer to the Human Resources Rules and Regulations, extra-help policy (Section 2 AA.) for complete information on County of Merced policy for extra-help employees.

“Alternate Work Schedule” shall mean an 80 hour bi-weekly work week that is scheduled for less than ten (10) workdays and/or outside the regularly scheduled Monday through Friday 8 to 5 work week.

“Domestic Partner” or “Registered Domestic Partner” shall mean two adults in a committed relationship in accordance with the requirements of Division 2.5, Section 297 of the Family Code and have filed a Declaration of Domestic Partnership with the Secretary of State pursuant to Division 2.5, Section 298 and 298.5 of the Family Code.

"Classified Service" shall mean all positions that are provided for by the Classification Plan referred to in Section 5 of the Salary Resolution.

"Anniversary Date" shall mean the date upon which a step advance in salary becomes effective under the provisions of this resolution.

"Pay Period" shall mean 14 calendar days from 11:00 P.M. Sunday to 11:00 P.M. the second Sunday thereafter.

SECTION 2. COMPENSATION SCHEDULE

Except as this resolution otherwise provides, officers and employees shall receive the compensation provided in the basic salary schedule hereinafter set forth for the classification of position in which they are employed, in accordance with the allocation of such classification (also hereinafter set forth) to ranges of the basic salary schedule and in accordance with the terms of employment hereinafter set forth. A pay period shall cover fourteen (14) calendar days and shall start at 11:00 P.M. Sunday and end at 11:00 P.M. of the second Sunday thereafter. Paydays to be the Friday following the pay period, except when Friday falls on a legal holiday; then payday will be the preceding work day.

SECTION 3. BASIC BIWEEKLY SALARY SCHEDULE

Following are the ranges of Biweekly salaries in dollars for employees in permanent or Employment At-Will positions on a full-time basis:

A part-time employee in a permanent position shall be paid a Biweekly salary which is equal to that portion of the full-time Biweekly rate to which he would be entitled under provisions of this resolution were he a full-time employee, as the number of hours per week in his part-time work schedule bears to the full-time work schedule of the department in which he is employed. See OneSolution Salary Schedule report HR1200COM.

STANDARDIZATION BIWEEKLY SALARY SCHEDULE **FIVE-STEP RATE**

SECTION 4. TABLE AND INDEX

The Table and Index pertaining to the classification of all positions in the County of Merced and allocation to ranges in the basic Salary Schedule is as follows: See Cognos Job Class report.

A. EXTRA-HELP SALARIES

Certain Extra-help positions are authorized for appointment by the Board of Supervisors at different steps of the salary range:

1. Employees in designated positions may be hired at a salary range recognizing equivalent service time in other agencies. Step advancements within County service shall be available as provided in number 2 below.
2. Upon completion of 2080 hours of total service time, Extra-help employees in certain designated positions shall be eligible for advancement to the next higher salary step upon submission to the Department of Human Resources of an evaluation evidencing satisfactory performance along with the transmittal form changing the employee's salary rate.
3. Extra-help employees shall receive special pays and differentials only if specified in this Resolution.
4. Extra-help employment is limited to twenty-five (25) hours per week except in cases where extraordinary circumstances occur and upon written approval by the County Executive Officer or his designee to allow an extra-help employee to exceed the twenty-five (25) hours per week maximum. The weekly limit is applicable to both aligned and un-aligned extra-help positions.

SECTION 5. CLASSIFICATION PLAN

The Table and Index set forth above shall refer to the Classification Plan of the County of Merced. The Board of Supervisors may by minute order create additional classifications or delete existing classifications in the Table and Index as set forth above until this resolution can be amended.

SECTION 6. DEPARTMENTAL POSITION ALLOCATION RESOLUTION: NUMBER AND CLASSIFICATION OF POSITIONS IN THE VARIOUS COUNTY DEPARTMENTS AND OFFICES

The number of Employment At-Will, permanent full-time, part-time and variable shift positions in each County department or budgetary division shall be allocated by the Board of Supervisors and set forth in the Departmental Position Allocation Resolution. The Board of Supervisors may, by resolution, increase or decrease the number of positions in any department, be it Employment At-Will, permanent or temporary. No department head shall hire Employment At-Will, permanent or temporary employees in excess of the number of positions allowed within the department by resolution of the Board of Supervisors.

If it becomes necessary to create, within a department, a position in a class listed under the Table and Index set forth in Section 4 of the Salary Resolution hereof, where the departmental section of the Departmental Position Allocation Resolution does not contain such a class of position, the Board of Supervisors may by resolution provide such a position.

SECTION 7. COMPENSATION FOR PORTION OF PAY PERIOD

Any person employed in an Employment At-Will status or permanent position who works less than any full pay period, except when on earned vacation or paid sick leave, shall receive compensation computed on an hourly rate. An hourly rate of pay for a class or Employment At-Will position is computed by dividing the applicable biweekly rate of pay by the number of working hours in a biweekly pay period prescribed for all full time employees in such a class and adjusting any fraction of a cent upward to the next cent.

SECTION 8. SPECIAL COMPENSATION

A. ASSESSOR'S AND AUDITOR'S SPECIAL PAY

1. Those employees in the Assessor's Office in regular permanent or probationary positions (except "A-Level" managers) with one or more designations of MAI, SRA, or Advanced Appraiser Certification, shall receive a 5% differential.
2. Regular permanent or probationary employees (except "A-Level" managers) licensed as Certified Public Accountants who perform financial, compliance economy and efficiency audits in compliance with Generally Accepted Governmental Audit Standards or perform financial audits and apply the provisions of the Revenue and Taxation Code, California Board of Equalization Regulations, shall receive a 5% differential.

3. A 7.5% differential shall be paid to the Assessor/Recorder/Clerk when assigned the Elections Department and Registrar of Voters duties.

B. EVENING/NIGHT SHIFT DIFFERENTIAL (For Unit 3 see current MOU)

1. Evening and Night Shift differentials shall be paid for regular work shifts of eight (8) consecutive hours or more, including at least four (4) hours between 5:00 p.m. and 8:00 a.m.
 - a. Regular work hours from 5:00 p.m. to 9:00 p.m. will be paid at the evening shift rate.
 - b. Regular work hours after 9:00 p.m. and until 8:00 a.m. will be paid at the night shift rate.
2. Overtime, which is worked as an extension of an assigned shift, shall not qualify an employee for evening or night shift differentials. Evening/Night Shift Differentials shall not be paid for overtime hours.
3. Evening and night shift differentials provided for in this section shall not be considered as part of the employee's base pay when on vacation, sick leave or holidays.
4. Employees represented by Bargaining Units 4, 5, 8, and 11 shall be compensated at the rate of \$0.75 per hour for evening shift and night shift compensation shall be at the rate of \$1.00 per hour, unless otherwise specifically listed below. The provisions of Section 8, B, 1 through 3 above, shall apply.
5. Unit 6 employees are subject to both evening shift and night shift differentials as indicated below:

	Behavioral Health and Health Department RN Classifications	Behavioral Health Licensed Mental Health Worker	Unit 6 Non-RN Health and Mental Health Classes
Evening	\$1.05 per Hr	\$0.90 per Hr	\$0.75 per Hr
Night	\$2.25 per Hr	\$1.75 per Hr	\$1.25 per Hr

6. Sheriff's Department (For Unit-30 refer to current MOU)

- a. Sheriff Department employees in the following classifications shall not be eligible for evening or night shift differential: 7540 Captain, 7837 Lieutenant, 7499 UnderSheriff, 2345 Correctional Officer I and 2335 Correctional Officer II.
- b. Employees in the classification of Deputy Sheriff/Coroner I/II shall receive \$0.75 per hour evening shift differential and \$1.00 per hour night shift differential for actual hours worked.
- c. Employees in the classification of Supervising Sheriff Dispatcher shall be eligible for shift differentials. Evening shift shall be compensated at

the rate of \$0.75 per hour. Night shift shall be compensated at the rate of \$1.00 per hour. The provisions of Section 8, B. 1 through 3 shall apply.

- d. Employees in the classification of Dispatcher and Deputy Coroner I/II shall receive \$0.75 per hour evening shift differential and \$1.00 per hour night shift differential for actual hours worked.

7. Extra Help

The following hard-to-fill Extra-Help classifications shall receive evening and night shift differential rates as indicated below.

<u>Classification</u>	<u>Evening/Night</u>
EH Licensed Mental Health Worker I/II	\$0.00/\$0.75
EH Mental Health Worker I/II ..	\$0.60/\$0.75
EH Psychiatric Staff Nurse I/II.	\$0.00/\$0.75
EH Public Health Nurse I/II	\$0.75/\$1.60
EH Licensed Vocational Nurse	\$0.75/\$1.00

8. Unrepresented Management

- a. Unrepresented management employees shall not be eligible for night shift deferential.

Time, which is worked as an extension of an assigned shift, shall not qualify an employee for night shift differential. Night shift differential shall not apply to employees working an approved alternate work schedule unless specifically provided for in that approved alternate work schedule.

C. SPECIAL DUTY PAY (For Unit 3 see current MOU)

1. Behavioral Health

- a. A 10% differential shall be paid to any full time, variable shift, and extra-help classifications when assigned to provide direct client care in the In-Patient Unit, CSU or a Crisis Team. This differential shall not be considered as part of the base pay for such employees when on vacation, sick leave, or holidays.
- b. A 10% differential shall be paid to regular permanent or probationary employees in the classifications of Mental Health Worker I/II, Psychiatric Staff Nurse I/II, Mental Health Clinician I/II, Licensed Mental Health Worker, Alcohol and Drug Intern/Counselor, Vocational Rehabilitation Counselor, Dual Diagnosis Specialist, or Psychiatric Nurse Practitioner when assigned on a shift basis to be in charge of a Behavioral Health Unit or Specialty Service.
- c. A 5% differential shall be paid to regular, permanent, or probationary Mental Health Worker I/II, Alcohol and Drug Counselor, Licensed Mental Health Worker, Mental Health Clinician I/II, Psychiatric Staff Nurse I/II,

Psychiatric Nurse Practitioner or Staff Psychiatrist when assigned to the Merced Jail/Juvenile Hall or the Correctional Facilities.

- d. A 5% differential shall be paid to the following full-time, variable shift, and extra-help classifications of Staff Psychiatrist and Behavioral Health & Recovery Services (BHRS) Medical Director, when the incumbents possess a valid fellowship in Forensics, Child Psychiatry or Geriatrics.
- e. A 10% differential shall be paid to the full-time, variable shift, and extra-help classification of Psychiatric Nurse Practitioner, when the incumbent possesses the specialty training in psychological therapies and administration of psychiatric medication.

2. **Public Works**

- a. Employees in the regular classification of Grounds Maintenance Worker I/II, Parks Caretaker I, Road Maintenance Worker I/II/III, Parks Equipment Construction Specialist, or Park Maintenance Specialist shall receive a salary differential of 10% while regularly assigned by the department to the tree crew and actually performing tree climbing and tree trimming duties involving the use of a lift.
- b. Employees in the regular classification of Engineering Associate II/III shall receive a salary differential of 5% when they possess a valid California Professional Civil Engineering or Surveyor's License.
- c. Employees in the Roads, Parks and Castle Division regular classification of Grounds Maintenance Worker I/II, Parks Caretaker I, Road Maintenance Worker I/II/III, Parks Equipment Construction Specialist, or Assistant Road Supervisor shall receive a 10% differential during the time actually assigned to spraying, if the employee possesses a valid spraying certificate.
- d. Permanent or probationary employees in the regular or extra-help classification of Building Inspector II/III shall receive an incentive differential of 10% when they possess a valid Combination Inspector Certification and have two (2) years of building inspection experience equivalent to a Building Inspector II/III.
- e. A 5% differential shall be paid to Heavy Equipment Mechanic I/II classifications, when acting in a lead capacity during swing shift hours (effective July 10, 2006).

3. **Human Services Agency**

- a. Human Services Agency employees in the regular classification of Family Services Representative III shall receive a salary differential of 5% while assigned fair hearings duties in the Program Evaluation Unit. The differential shall begin after one (1) full pay period performing the fair hearings duties.

- b. Human Services Agency employees in the regular classification of Social Worker III shall receive a recruitment and retention differential of 7.5% when assigned to perform Child Welfare Services by the department head.

The differential shall begin after one full pay period performing the duties. The differential shall be 5% for employees who begin receiving it effective January 10, 1994, or later.

- c. Human Services Agency employees in the regular classifications of Social Worker I/II shall receive a differential of 5% when assigned to underfill a Social Worker III vacancy as assigned by the department head. The differential shall begin after one (1) full pay period performing the Social Worker III duties.
- d. One (1) employee in the regular classification of Social Worker III or Social Worker IV shall receive a differential of 5% when assigned by the Human Services Agency to oversee and coordinate the functions of the Los Banos Branch Office.
- e. Human Services Agency employees in the regular classification of Social Worker III/IV-A/IV-B, shall receive a salary differential of 5% while assigned the duties of a Social Worker Mentor as authorized by the department head and approved by County Administration. The differential shall begin after one (1) full pay period performing Mentor duties.
- f. Designated employees in a regular supervisor classification shall receive a salary differential of 10% when assigned by Human Services Agency to manage a satellite facility. Individuals are responsible for the management of the operation, safety, security, and resources of that facility in addition to planning, organizing, directing, and supervising both the program case workers and support staff of that facility.
- g. The CPS 5% differential shall be considered as part of salary when determining step placement for employees promoting from Social Worker III to Social Worker IV.
- h. A 10% differential for Deputy Director Human Svcs Agency, Deputy Director – Child Welfare, Social Svcs Program Administrator, Supervising Social Worker and Social Worker IV-B when incumbents possess a valid license of LCSW or MFT performing in-depth assessment and counseling for child welfare clients, and to provide licensure supervision hours for staff in the Licensed Clinical Social Worker and MFT programs.

4. **Risk Management**

Employees in the classification of Risk Manager shall receive a salary differential of 5% when they possess a valid certification of Associate in Risk Management, Certified Insurance Counselor, Chartered Life Underwriter, or Chartered Property and Casualty Underwriter.

5. **Health Department**

- a. A 5% differential shall be paid to regular permanent, probationary, or extra help employees in the classification of Public Health Nurse I/II when officially designated by the Public Health Director to be in charge of the Jail Health function for a minimum of one (1) full work shift.
- b. A jail nurse incentive differential of 5% shall be paid to regular permanent, probationary, and extra help employees in the classifications of Public Health Nurse I/II and Licensed Vocational Nurse permanently assigned to the Health Department /Jail Health Program at the Sheriff Department.

6. **Child Support**

Employees in the regular classification of Child Support Specialist I/II, or III and the Supervising Child Support Specialist shall receive a salary differential of 7.5% during the time the Director of Child Support Services has assigned them to the Customer Care Unit (CCU) for a minimum of one full pay period

7. **Juvenile Hall**

- a. A 5% differential shall be paid to employees in a regular classification of Juvenile Institutions Officer II when officially designated by the department head or designee to be in charge of the Juvenile Hall functions in the absence of a Supervisor or Juvenile Institutions Officer III when assigned a minimum of one (1) full work shift and designated duties are performed.
- b. Employees in the regular classification of Juvenile Institutions Officer I/II or III shall receive a differential of \$25.00 bi-weekly for preparation time required to be fully equipped and available when assigned a shift at the Iris Garrett Juvenile Justice Correctional Complex. The differential will not apply to any pay period without hours worked or in an employee's absence. This differential will not apply to Extra-help employees.

8. **Probation**

Employees in the regular classifications of Deputy Probation Officer II/III assigned as Canine team members will receive 3.5 hours of overtime (time and ½ overtime) per week for time spent in the care, feeding, grooming, cleaning, and other needs of the canine as provided in the Fair Labor Standards Act and the rules of overtime. Canine handlers will not be compensated 3.5 hours of overtime weekly, when off work for a full week or more and is unable to care for the canine.

9. **Fire**

A \$2.00 per hour differential for actual hours worked shall be paid to designated Extra Help Paid Call Firefighters that meet and maintain minimum certification and testing requirements, as a Driver/Operator.

Incumbents must possess and maintain a valid California Commercial Class B or Class C with Firefighter endorsement driver's license.

D. ON-CALL TIME (For Units 2, 3 & 30 refer to current MOU)

1. **Defined**

On-call is defined as the requirement to remain immediately available to report for duty during off duty hours to perform an essential service when assigned by the department head or his/her designee. On-call duty is in addition to and distinct from the normal work week. This section is not applicable to workers who are recalled to work via the Call Back Time process.

2. The following departments/divisions are authorized to make on-call assignments:

Agricultural Comm	Probation
Animal Control	Coroner
Information Systems	Public Works-Buildings
District Attorney	Public Works-Roads
Public Health	Castle Airport Develop. Ctr
Human Services Agency	Sheriff
	Behavioral Health

3. **Compensation**

a. Compensation shall be provided as stated in Section 8, D, 2 at the rate of \$1.50 per hour, for assigned employees in Unit 7. Compensation will be \$3.00 per hour for employees in Units 4, 5, 8, 10, 11, 14 (Deputy Coroner classification only) and Unit 6 employees at the Health and Behavioral Health Departments for the time required to be on-call except as otherwise provided below. On-Call shall not apply to Extra-help employees except as specifically provided below:

Extra-Help Social Worker III and IV A/B

b. Employees in the classification of Psychiatric Staff Nurse I/II will be compensated at the rate of \$4.00 per hour when placed on-call.

c. An employee shall be considered back on the job from the time he/she leaves home until returning to his/her home after which time the hourly on-call fee shall not be applied. Assigned employees are expected to handle telephone calls at home without additional recompense other than the hourly on-call fee.

d. The assigned employee, when required to report back to work to perform services, shall receive a minimum of two hours in pay or compensatory time off, at the discretion of the department head at the rate of one and one-half times the employee's regular straight time rate of pay or equivalent time off. Extra-help employees shall receive a minimum of two (2) hours in pay at one and one-half times their basic hourly rate of pay. FLSA guidelines shall apply only when the extra-help employee has worked more than (40) forty hours in a work week

- e. Employees in classifications represented by Bargaining Unit 10 shall be compensated at the rate of \$3.50 per hour for court subpoena time.
- f. In addition to on-call pay, Social Workers who are on-call for seven (7) consecutive days shall receive a total of 3.5 hours of overtime pay for time spent on phone calls and related departmental reporting requirements. Extra-Help Social Worker III or IV A/B shall receive this special pay if they are on-call for seven (7) consecutive days and work 40 regular hours in that week.

4. **Unrepresented Management**

- a. Unrepresented Management employees shall not be entitled to on-call pay, unless specifically authorized below.
- b. Compensation shall be \$50.00 a day for those managers exempt from the provisions of the Fair Labor Standards Act when an authorized employee is designated to be on-call as defined in D, 1, of this Section. Compensation shall be \$300.00 a day for BHRS Medical Director and Staff Psychiatrist classifications at Behavioral Health.
- c. Compensation shall be at the rate of \$2.50 per hour for those unrepresented management employees covered by the provisions of the Fair Labor Standards Act when an authorized employee is designated to be on-call as defined in D, 1, of this Section.
- d. The following departments and classifications are authorized to receive on-call payment:

HUMAN SERVICES AGENCY

Supervising Social Worker
Social Svcs Program Administrator

DPW-BUILDING SERVICES

Building Maintenance Supervisor
HVAC Supervisor

SHERIFF

Captain
Lieutenant
Undersheriff

HEALTH

EMS Manager
Public Health Program Manager
Supervising Public Health Nurse

BEHAVIORAL HEALTH

All Licensed Clinical Management
All Licensed Medical Management

JUVENILE HALL

Assistant Chief Probation Officer
Probation Program Manager

5. **Contract Employee**

Contract Employees are not eligible for on-call and/or call back compensation unless specifically provided for in the contract.

E. CALL BACK TIME(For Units 3 & 30 refer to current MOU)

1. **Defined**

- a. Call back time is defined as any situation in which the employee is called back to work by the department head or his/her designed after the employee has completed his/her scheduled shift and has departed from his/her place of employment.

- b. Any employee, when designated by the department head to be on-call, is to be compensated according to Section 8, D and does not come under provisions of Section 8, E.
- 2. A regular permanent or probationary employee recalled to work outside of and not continuous with regularly scheduled hours shall receive in pay or compensatory time off, at the discretion of the department head a minimum of two hours at the rate of one and one-half times the employee's regular straight time rate of pay or equivalent time off. An employee shall be considered "back on the job" from the time he/she leaves home until returning to his/her home.
 - a. When Unit 10 employees are recalled to appear in court in connection with their official duties, the above (2.) shall apply, except they will receive one (1) additional hour of time, for a total of three (3) hours.
- 3. **Probation Department**
 Call back time is separate and distinct from on-call time and is not related to Section 2, C, of the Merced County Human Resources Rules and Regulations.

F. UNIFORM ALLOWANCE (For Units 2 & 30 refer to current MOU)

- 1. **Sheriff's Department**
 - a. A uniform allowance shall be paid to employees in the below listed classifications on a semi-annual basis of \$450 in Pay Period 1 and Pay Period 14 each fiscal year.

Classifications
 Sheriff/Coroner (Effective 12/26/05)
 Undersheriff
 Lieutenant
 Captain
 Supervising Sheriff Dispatcher

A uniform allowance shall be paid to employees in the Deputy Sheriff/Coroner I/II classification on a semi-annual basis of \$450 in Pay Period 1 and Pay Period 14 each fiscal year.
 - b. Employees in the classifications of Deputy Coroner I/II and Sheriff Dispatcher I/II are required to wear a uniform while on duty. A uniform allowance in the amount of \$450 shall be paid to employees in these classification on a semi-annual basis in Pay Period 1 and Pay Period 14 each fiscal year.
 - c. **Animal Control**
 A uniform allowance shall be paid to employees in the below listed classifications on a semi-annual basis of \$260 in Pay Period 1 and Pay Period 14 each fiscal year.

Classifications

Animal Control Officer I/II/III

Animal Control Supervisor

2. Public Works

- a. All employees in the regular classification of Grounds Maintenance Worker I/II and Parks Caretaker I shall receive two (2) pairs of leather gloves per calendar year.
- b. Personnel in regular classifications in the Parks Division whose primary assignment involves tree climbing shall receive tree climbing boots. The Parks Division is authorized to allocate a maximum of three (3) pairs of boots per year.
- c. Employees in the regular classifications of Assistant Road Superintendent, Grounds Maintenance Worker I/II, Parks Caretaker I, Parks Equipment Construction Specialist, and Road Maintenance Worker I/II/III, will be provided pants and shirts per the 1989/90 AFSCME MOU.
- d. Employees in the regular classifications of Assistant Shop Supervisor, Assistant Roads Supervisor, Automotive Technician, Senior Automotive Technician, Heavy Equipment Mechanic I/II, Building Inspector I/II/III, Road Maintenance Worker I/II/III and Parts Supply Clerk I/II will be provided safety boots per the AFSCME MOU.
- e. Parks/Roads - Jackets will be provided under the following provision: jackets will be assigned to each employee and the employee will sign a receipt for the jacket; jackets will be replaced two years after issue, and then every two years after that, if deemed by Public Works management to be unserviceable; jackets (or jacket components) damaged outside the scope of the employee's job, lost or stolen will be replaced/repared by the employee. Jackets (or jacket components) damaged within the scope of the employee's job will be replaced/repared by the Department.

3. Health Department

The Sheriff has agreed to provide one set of hospital scrubs per shift for each of the assigned full time and variable shift Public Health Nurse I/II and Licensed Vocational Nurse staff assigned to the Jail Health Program of the Health Department. Laundering of hospital scrubs will be provided by the Sheriff Department.

G. SHERIFF DEPARTMENT (For Units 2 & 30 refer to current MOU)

1. Employees in the regular classification of Deputy Sheriff/Coroner II while serving as investigators shall receive a 5% salary differential.
2. Employees in the regular classifications of Deputy Sheriff/Coroner II shall receive a salary differential of 5% while serving as a member of the

S.W.A.T.

Employees in the regular classifications of Deputy Sheriff/Coroner II assigned as Canine team members will receive 3.5 hours of overtime (time and ½ overtime) per week for time spent in the care, feeding, grooming, cleaning, and other needs of the canine as provided in the Fair Labor Standards Act and the rules of overtime. Canine handlers will not be compensated 3.5 hours of overtime weekly, when off work for a full week or more and is unable to care for the canine.

3. Employees in the regular classification of Deputy Sheriff/Coroner II shall receive a 5% salary differential while assigned as a F.T.O. and actually engaged in training. Personnel already receiving the Investigator, S.W.A.T., or Canine Team differentials mentioned above shall not be eligible for this adjustment.
4. Deputy Sheriff/Coroner's, who are a member of the S.W.A.T. team, who are promoted to Sergeant, shall only remain on the S.W.A.T. team with the written approval of the Sheriff/Coroner or his designee.
5. A 5% differential will be paid to employees in the classification of Sheriff Dispatcher I/II and Deputy Coroner I/II for actual hours worked and only when actually assigned to be responsible for training employees. Only one (1) position will be eligible to receive this differential on any shift. The Sheriff will determine the positions needed for training.

H. BILINGUAL SERVICES PAY DIFFERENTIAL(For Units 2, 3, 12 & 30 refer to current MOU)

1. Regular permanent or probationary employees who have been designated by the Department Head to use their bilingual skills on a regular basis to act as interpreters shall receive a pay differential of 65¢ per hour for employees represented by Unit 7; 65¢ per hour for employees represented by Unit 10 and 14 and 65¢ per hour for employees designated as Confidential - Management Level "E". Designated employees represented by Units 4,5,6 and 8 who receive bilingual pay at the rate of \$0.65 per hour.

Bilingual pay differential will be paid on all worked hours including overtime for Unit 10 and 14.

Effective the first pay period in 7/01, bilingual pay differential will be paid on all worked hours including overtime for Units 4, 5, 6 and 8. For all other Units and Unrepresented Management, bilingual pay differential will be paid for each regular scheduled hour worked for such services.

2. The Department of Human Resources shall formulate policies and procedures for administering examinations to verify employee's language and communication skills.
3. The County departments/divisions and the number of designated positions requiring the use of bilingual skills in the performance of daily work functions are as follows:

Administrative Services.....	2	Positions
Ag Commission.....	2	Positions
Ag Commission - Weights & Measures.....	1	Position
Assessor.....	3	Positions
Auditor-Controller.....	3	Positions
Behavioral Health.....	75	Positions
Board of Supervisors.....	1	Position
Child Support Services.....	17	Positions
Community & Economic Development.....	4	Positions
Cooperative Extension.....	1	Position
County Clerk.....	1	Position
County Executive Office.....	1	Position
Department of Workforce Investment.....	16	Positions
District Attorney.....	15	Positions
DPW.....	4	Positions
Fire.....	1	Position
First 5.....	3	Positions
Human Resources.....	2	Positions
Human Services Agency.....	172	Positions
HSA-AAA.....	1	Position
IHSS.....	1	Position
Library.....	4	Positions
Medical Assistance Program.....	11	Positions
Probation.....	16	Positions
Probation-Juvenile Hall.....	20	Positions
Public Defender.....	5	Positions
Public Health Department.....	50	Positions
Recorder.....	3	Positions
Registrar of Voters.....	2	Positions
Revenue & Reimbursement.....	2	Positions
Sheriff.....	15	Positions
Sheriff-Corrections.....	15	Positions
Sheriff – Animal Control.....	1	Position
Spring Fair.....	1	Position
Tax Collector.....	3	Positions

4. Differential pay provided for in this section shall not be considered as part of the base pay of such employee when on vacation, sick leave or holidays.
5. Unrepresented management employees designated as management level "A", "B", "C", or "D", and Unit 11 employees who are appropriately designated to receive a bilingual differential shall receive a rate of \$25.00 per week.
6. Extra-help assigned to the Tax Collector's office who have been designated by the Department Head to use their bilingual skills shall receive \$0.65 per hour and will be paid for all hours worked including overtime.

Bilingual compensation is pro-rated for less than full time.

The payment of bilingual compensation will be for all hours worked for services in which certification and/or successful completion of the required examination is attained.

Employees that provide bilingual services for more than one language are not

eligible to receive additional bilingual compensation for the additional language(s).

I. EMPLOYEES RETIREMENT CONTRIBUTION (For Unit 3 see current MOU)

Effective Pay Period 6 of 2005 for general members and effective Pay Period 13 of 2005 for safety members, employees shall contribute 100% of the members' contribution rate established under the 1937 Act Retirement System. The County shall not be responsible to pay any portion whatsoever of the general or safety member employees' contribution rate.

J. P.O.S.T. CERTIFICATES (for Unit 30 see current MOU)

Incumbents in the regular classifications of Sheriff, Undersheriff, Captain, Lieutenant, Chief DA Investigator, Supervising District Attorney Investigator and Deputy Sheriff/Coroner I/II possessing a valid P.O.S.T. Intermediate or Advanced Certificate shall receive the following additional compensation upon presentation of such certificate to their department head or designated representative with a copy forwarded to the Department of Human Resources to be filed in the employee's personnel file. Training for these certificates, except P.O.S.T. reimbursed training, shall be at the employee's own initiative and expense. For Unit 30, training for P.O.S.T. certificates, except P.O.S.T. reimbursed training shall be at the discretion of the Sheriff. Additional training shall be at the employee's own initiative and expense, unless the expense and/or necessity of the training is determined by the Sheriff to be mandatory and/or in the best interest of the department.

Effective Pay Period 8 of 2005.

Intermediate Certificate \$100 per month (\$46.15 bi-weekly rate)

or

Advanced Certificate \$150 per month (\$69.23 bi-weekly rate)

Effective Pay Period 14 of 2006:

Intermediate Certificate 2.5% of base salary

or

Advanced Certificate 5.0% of base salary

SHERIFF CORRECTIONS CERTIFICATE PAY (For Units 2 & 30 refer to current MOU)

In lieu of P.O.S.T. Certificates, employees in the classification of Captain and Lieutenant who complete the required education, training and experience for the correctional certificate (as per 6 year MOU appendix) shall receive one hundred dollars (\$100) per month (\$46.15 bi-weekly rate). Payment of the \$100 per month will commence after the requirements are certified by the Sheriff or designated representative and verified by Human Resources with a copy forwarded to the County's Human Resources Department to be filed in the employee's personnel file. Training for these certificates, shall be at the employee's own initiative and expense.

K. ATTORNEYS

1. Regular full time attorneys employed by the County shall be reimbursed for their yearly California State Bar Association dues, and for the annual dues for one (1) additional professional membership. Employees represented by Unit 7 who have a Criminal Specialist Certification will be reimbursed the additional State Bar of California dues in an amount not to exceed \$370 per attorney.
2. Such reimbursement payment shall be made upon presentation of a claim to the County Auditor-Controller's Office.
3. Variable shift attorneys hired after May 11, 1998, shall be reimbursed half (50%) of the cost for their yearly California State Bar Association dues, and for the annual dues for one (1) additional professional membership.
4. Variable shift attorneys employed by the County prior to May 11, 1998 shall continue to receive full time reimbursement for their yearly California State Bar Association dues, and for the annual dues for one (1) additional professional membership.

L. MECHANICS - TOOL REPLACEMENT

1. The County agrees to pay a \$400 per calendar year tool replacement allowance for employees in the regular classification of Automotive Technician, Heavy Equipment Mechanic I/II, and Assistant Shop Supervisor.
2. The County agrees to cover the cost of any deductible amount as a result of a reportable loss covered under the terms and conditions of the County's personal property insurance policy.

M. RECRUITMENT AND RETENTION DIFFERENTIAL

1. Extra-help employees in the classifications of Occupational/Physical Therapist I/II, shall receive a recruitment and retention differential of 10% on all hours worked, excluding overtime hours. This differential shall be reviewed by Health Department Administration and Human Resources annually to determine the need for continuation.
2. Behavioral Health Department permanent and probationary employees in the classifications of Staff Psychiatrist, BHRS Medical Director and Psychiatric Nurse Practitioner shall receive a recruitment and retention differential of 10%. This differential shall be reviewed by the Behavioral Health Department and Human Resources annually to determine the need for continuation.
3. Auditor-Controller permanent and probationary employees in the classifications of Supervising Auditor, and Supervising Accountant shall receive a recruitment and retention differential of 10%. This differential shall be reviewed by the Auditor-Controller and Human Resources annually to

determine the need for continuation.

SECTION 9. SEVERABILITY CLAUSE

If any paragraph, sentence, clause or phrase of this resolution for any reason is held to be unconstitutional or invalid, such shall not affect the remaining portion of this resolution, and the Board of Supervisors hereby declares it would have passed each paragraph, sentence, clause and phrase thereof irrespective of the fact that any one or more than one sentence, clause or phrase be declared unconstitutional or invalid.

NOW, THEREFORE, BE IT RESOLVED that by this Resolution, that the foregoing resolution providing for the compensation of officers, assistants, deputies, clerks and attaches employed in the various and several offices of the County of Merced is hereby adopted effective June 20, 2006; and shall supersede the current Salary Resolution, 91-209.

I, DEMITRIOS O. TATUM, County Clerk of Merced County and ex-officio Clerk of the Board of Supervisors of said County, do hereby certify that the foregoing resolution was regularly introduced, passed and adopted by said Board at a regular meeting thereof held on June 20, 2006; by the following vote:

Supervisors

AYES:

NOES:

ABSENT:

WITNESS my hand and the Seal of this Board this 20th day of June, 2006.

DEMITRIOS O. TATUM, Clerk

By: _____
Deputy

CHANGE SHEET

1. Section 8, C, 2, d, deleted "This is only applicable to weekend and holiday coverage." BAI #41, 6/20/06.
2. Section 8, C, 3, f, deleted "Two (2)", now begins "Designated". BAI #41, 6/20/06.
3. Section 8, F, added 6. Environmental Health section. BAI #41, 6/20/06.
4. Section 8, C, 2, f, added "or work in lieu crews. BAI, 8/15/06.
5. Section 8, C, 2, g, added entire paragraph due to swing shift need for Heavy Equipment Mechanic I/II classifications. BAI, 8/15/06.
6. Section 8,C,3,h, changed language to include MFT licensure for differential. BAI, 1/30/07.
7. Section 8,H,3, added First 5 bilingual/biliterate allocation to 3, changed Indigent Health care from 6 to 11, changed Public Health Department from 44 to 50. BAI, 1/30/07.
8. Section 8,B clarified evening and night shift differential language. Section 8,C,5 a changed language for District Attorney differential, updated titles in bilingual/biliterate allocations in Section 8,H,3. Added two new differentials to Section 8,N, which were numbers 3 and 4. BAI 2/19/07.
9. Section 8, F, per Unit 12, restore Uniform Allowance to biweekly basis at rate of \$30.00 for Sheriff Dispatcher I/II. Supervising Sheriff Dispatcher also at \$30.00 biweekly basis. Administrative Correction – 8/9/07.
10. Added Psychiatric Nurse Practitioner classification to Section 8.C.1.a, b and d and added entire paragraph "f" under Section 8.C.1. for Special Duty Pay. Also added this classification to on-call time (8.D.5.d), call back time (8.E.4) and Recruitment and Retention differential (8.N.3). BAI 2/19/08
11. Added MHSA Coordinator classification to Section 8.C.1.c under Special Duty Pay. BAI 2/19/08
12. Section 8.H: Changed bilingual/biliterate allocation for Assessor from 2 to 3. BAI 2/19/08
13. Changed Section 8.C.1.a. differential for MH to add Office Assistant I/II/III classifications when assigned to the inpatient unit. BAI 11/18/08
14. Section 8.H: Changed bilingual allocations for Child Support Services from 12 to 17, District Attorney from 10 to 15, Sheriff from 10 to 15 and Sheriff-Corrections from 10 to 15. BAI 11/18/08
15. Added "except "A-Level managers" to Section 8.A.1 and 2. BAI 12/16/08, effective 1/5/09.
16. Changed bilingual/biliterate allocation of Auditor/Controller to 3, added Recorder - 3 to reflect restructuring of Departments effective 1/5/09. BAI 08/19/08 (CEO 51)
17. Deleted differentials for IHSS (Public Authority) and/or First Five duties (Section 8.C.10.a) and HIPAA and Privacy Officer duties (Section 8.C.10.b) for County Counsel. BAI 03/30/10 (HR 46)
18. Added Recreational Therapist to Section 8.C.1.a. for MH differential and added the classification of Staff Services Manager to Section 8.D.5.d. for on-call time per BAI 08/24/10 (HR 54)
19. Deleted differentials for Solid Waste, Section 8.C.2.d., Section 8.F.3.d., and Section 8.L. Deleted differential for County Refuse Control Worker, Section 8.C.2.e, Changed language on Section 8.C.5.a. and 8.C.9 for DA and Public Defender and Section K.4. for Public Defender based upon language negotiated in new third amendment to contract. Cleaned up DPW bilingual/biliterate allocations to reflect changes in Solid Waste and Transit. BAI 08/23/11 (HR 72)
20. Bilingual amount added for Unit 30 per MOU. BAI 11/22/11 (HR 78).

21. CSU added to Section 8.C.1.a. for 10% differential per MOU. BAI 11/22/11 (HR 75)
22. Moved Unit 11 from Section 8.B.12.b to Section 8.B.6. Moved Unit 11 from Section 8.D.5.d. to 8.D.3.a. and added Unit 11 to Section 8.H.5. per MOU. BAI 12/6/11 (HR 79).
23. Added Lieutenant classification, deleted Commander-Corrections, changed Commander-Operations to Captain and changed Assistant Sheriff to UnderSheriff to Sections 8.B.7.a, 8.D.5.d, 8.F.1.a, and Section 8.J. (BAI 06/26/12 – HR95)
24. Clean up and update various classification titles; increase in bilingual allocations for H.S.A (+20), IHSS (+1) and Probation (+3); added LPCC licensure for MH. (BAI 8/27/13 – HR 117)
25. Clean up removed Parks Caretaker I from Section 8.C.2.a, 8.C.2.c (Special Duty Pay) and 8.F.3.c (Uniform Allowance); removed Psychiatric Nurse Practitioner from Section 8.E.4 Call Back Time. (BAI 08/26/14 – HR 130).
26. Adjustments made to Salary Allocation Resolution per Unit 2, 3, 12 and 30 MOU's (HR 133 BAI 8/26/14, HR138 BAI 1/13/15, HR135 BAI 9/9/14 & HR 134 BAI 9/9/14).
27. Added management classifications to At-Will Section 1 Titles and Definitions; Removed Undersheriff and added Lieutenant and Probation Program Manager to On-Call Section D5.d; Changed #2 to "c" to place Animal Control under Sheriff's Department in Section F. Uniform Allowance; Removed F.5 Environmental Health Uniforms for Landfill employees; moved 1 bilingual designation from Ag Comm to Sheriff for Animal Control division; removed biliterate pay references; updated bilingual rate for AFSCME 0.65/hr. (HR 147 BAI 07/07/15).
28. Removed Systems & Operations Spvr and Staff Services Manager from Section 8.D.5 On Call Pay for Unrepresented Management (HR 152 BAI 08/18/15).
29. Removed Section 8.C.10 Special Duty Pay for County Counsel; Changed Bilingual designated positions from 1 to 2 for Registrar of Voters in Section 8.H.3 (HR155 BAI 4/12/16).
30. Language changes Special Pay/Differential – "approximate/fixed percentages"; evening/night shift definition and 25 hour EH weekly limit (HR 157 BAI 06/07/16).
31. Adjustments made to Salary Allocation Resolution per Unit 10 and 14 MOU's (HR 162 BAI 8/30/16).
32. Clean up and update various classification titles; clean up bilingual allocations removing old department names and consolidating those positions for Community & Economic Development, correct Uniform allowance for Animal Control (HR 161 BAI 9/20/16).
33. Change Mental Health department name to Behavioral Health (MH 388 BAI 9/20/16).
34. Delete Attorney Special Assignment (DA) and "Three Strikes" (Public Defender) differential (10/18/16)
35. Reduce Certification of Specialization differential from 5% to 2.5%. (10/18/16)
36. Add 7.5% differential to Assessor/Recorder/Clerk for Elections & ROV duties (CEO 201 12/20/16).
37. Updated Title Change BHRS Medical Director (HR 167 02/21/17).
38. Updated On-Call time for Behavioral Health, Bilingual designations for Behavioral Health, Special Pay Section K for Attorneys. (HR176 6/20/17)
39. Updated Bilingual pay differential for Unit 7 per MOU language. (BAI HR165 10/18/16)
40. Section 8.B.6.c., Evening/Night Shift Differential, updated evening shift hourly differential, updated night shift hourly differential. Section D.5.d., On-Call Time, added Undersheriff. Section F.1.a., Uniform Allowance, updated semi-annual allowance, added Supervising Sheriff Dispatcher to semi-annual uniform allowance classifications and removed biweekly uniform allowance language for Supervising Sheriff Dispatcher. Section C.1.c.Special Duty Pay, remove "Mental Health Clinician II". Section D.4, On-Call Time, delete section regarding employees working an alternate work schedule. Section E.1.b., Call Back Time, delete section regarding employees working an alternate work schedule. Section C.1.a., Special Duty Pay, update Behavioral Health in-patient, direct-client care language. Section C.8, Special Pay, add language regarding Probation canine handler compensation relating to care of canine. Updated Unrepresented Management according to agreements with represented bargaining units (HR177 BAI 7/18/17)
41. Removed section C.1.c 10% LCSW, LPCC or MFT differential from Behavioral Health, added classifications of Deputy Director and Program Administrator to HSA LCSW or MFT differential section C.3.h, updated section G.2 Canine hours to 3.5, added 1 Bilingual allocation to BOS and CEO section H.3. (HR 180 BAI 9/12/17).
42. Added Vocational Rehabilitation Counselor the special duty pay Behavioral Health. Corrected titles under C. 3. Human Services Agency. Added Chief DA Investigator to Title and Definitions. (HR 186 BAI 2/27/18).
43. Added addition titles to the Employment At-Will Status section in Title and Definitions. (HR 190 BAI 6/19/18).
44. Added Director of Environmental Health to Section 1 Title and Definitions (HR 197 BAI, 10/16/18).
45. Added on-call language for Staff Psychiatrist and Medical Director, and removed outdated call back language for Behavioral Health. (HR 199 BAI, 11/20/18).

46. Added Deputy County Librarian to Section 1 Title and Definitions. (HR 201 BAI, 1/29/19).
47. Updated Job Class report location, removed outdated language relating to reserve deputy uniform allowance (BAI HR 206, 6/18/19).
48. Updated Employment At-Will definition in Section 1 Title and Definitions. Added classifications for On-Call Time for Human Services Agency and Juvenile Hall. Updated title in Section 8.C.4 for Risk Management. Added Fire department in Section 8.C.4.9. Updated Bilingual allocations for Admin Svcs, DPW, Fire and Human Services Agency. (HR 221 BAI, 9/17/19).
49. Updated Uniform Allowance, Section 8.F.2.d and Recruitment and Retention special pay differential, Section 8.M. (BAI HR 225, 10/1/19).