

APPENDIX "C"

OCTOBER 7, 2025 BOARD OF SUPERVISORS AGENDA

EFFECTIVE OCTOBER 13, 2025**SALARY RESOLUTION****SECTION 100 - ALPHABETICAL POSITION LISTING**

<u>JCN</u>	<u>FLSA</u>	<u>CLASSIFICATION TITLE</u>	<u>BIWEEKLY STEP 1</u>	<u>BIWEEKLY TOP STEP</u>	<u># of STEPS</u>	<u>FOOT- NOTES</u>	<u>PROB PERD</u>	<u>UNIT</u>	<u>MED GRP</u>
4007	*E	Assistant Sheriff	5267	/ 6722	6	A,O,z,6	12 U38	ADH	5
4075	*E	Sheriff's Captain	4782	/ 6104	6	A,O,z,6	12 U38	SMG	5

REPRESENTATION UNITS~~38 — Sheriff's Captains~~**SECTION 100 - FOOTNOTES**

- O. ~~Effective May 16, 2022, Employees in the following management classifications shall be provided a uniform allowance of \$38.46 per pay period shall be provided for employees in the classification of Undersheriff. This allowance will continue during periods of paid time off; however, the allowance will be discontinued when the entire pay period consists of dock time or other unpaid time off.~~
- Assistant Sheriff
 - Sheriff's Captain
 - Undersheriff
- z. ~~An Undersheriff Employees in the in the following management classifications who possesses a valid Management POST Certificate shall be eligible to receive a ten percent (10%) incentive pay above their base salary. If at any time a Management POST Certificate is required as a condition of employment, the ten percent (10%) incentive pay shall cease immediately.~~
- Assistant Sheriff
 - Sheriff's Captain
 - Undersheriff
6. Employees in the following management classifications shall be eligible to receive a five percent (5%) retention premium pay differential upon completion of ten (10) years of continuous service, as defined in Salary Resolution Sections 410.1 and 410.2 and upon recommendation of the incumbent's Department Head. Any break in County service will reset the clock for calculation of this premium.
- Assistant Sheriff
 - Deputy Chief of Investigations
 - Undersheriff
 - Chief of Investigations
 - Sheriff's Captain

SECTION 400 - PAY PROVISIONS

- 411.2 For employees in Representation Units 1, 2 (excluding Correctional Officer Trainee/I/II/Senior), 10, 11, ~~and 14, and 38~~, an employee may advance to the second salary step after the completion of thirteen (13) full pay periods of continuous satisfactory service as defined in Salary Resolution Section 410.1, Satisfactory Service/Meritorious Service, and Section 410.2, Continuous Service, upon the recommendation of the employee's Department Head.

For management, unrepresented and employees in Representation Units 2 (Correctional Officer Trainee/I/II/Senior only), 3, 4, 7, 12, 13, 19, 22, 25, 30, 31, 35, 36, 37, 39, 42 and 43, an employee may advance to the second salary step after the completion of twenty-six (26) full pay periods of continuous satisfactory service as defined in Salary Resolution Section 410.1, Satisfactory Service/Meritorious Service, and Section 410.2, Continuous Service, upon the recommendation of the employee's Department Head.

SECTION 600 - PAID ANNUAL AND BEREAVEMENT LEAVES

611.3 Annual Leave III (formerly known as Annual Leave II) - applies to all employees in Representation Units 1, 14, and 35, ~~and 38~~ (pursuant to MOU) hired October 10, 1983 through December 13, 1998, with unlimited accrual and a maximum payment upon separation of four hundred (400) hours. All other employees in Annual Leave III were transitioned to either Annual Leave IV or Annual Leave V.

616.3 Payment of Remaining Annual Leave III Hours

For an employee hired into Representation Units 1, 14, and 35, ~~and 38~~ on or after October 10, 1983, and as specified in the MOU, Annual Leave III may be accrued without limit; however, only hours up to four-hundred (400) will be subject to cash payoff at termination or separation according to the following formula:

SECTION 700 - VACATION/SICK LEAVE PLAN

711 Vacation/Sick Leave Plans

The following Vacation/Sick Leave Plans apply to all employees in Representation Units 1, 14, and 35, ~~and 38~~ hired on or after December 14, 1998. For all other employees, refer to Salary Resolution Section 600, Paid Annual Leave and Bereavement Leaves.

711.1 Vacation/Sick Leave I (formerly known as Vacation/Sick Leave 2002) - applies to all employees in Representation Units 1 ~~and 38~~ hired initially into the County on or after December 14, 1998 (regardless of initial hire classification), and employees who promote into Representation Units 14 and 35 via a promotional process, and were initially hired on or after December 14, 1998.

PERSONNEL RULES

PERSONNEL RULE 7 - LEAVES

7029 Voluntary Furlough Leave: This type of leave is solely available, with department head approval, to full-time and part-time unrepresented and management employees, ~~and employees in classifications represented by Representation Units 38 and 40~~ occupying permanent positions. Voluntary furlough leave provides a temporary voluntary means to maximize county funding resources, and may be used as an alternative or adjunct to layoff, or other cost saving measures.

7029.1 Any unrepresented or management employee, ~~or employees in classifications represented by Representation Units 38 and 40~~ shall have the right to indicate to their department head that they wish to participate in voluntary furlough leave. The department head shall have sole discretion over the approval or denial of voluntary furlough leave requests. Denials of voluntary furlough leave requests shall not be appealable or grievable.

PERSONNEL RULE 12 - SEPARATIONS

- 12060 Mandatory Furlough: This type of furlough applies to full-time and part-time employees occupying permanent positions, and is a temporary, mandatory, unpaid employee absence from duty without prejudice, and without fault on the employee's part for any or all of the following reasons: curtailment in work funds; it is advisable in the interest of economy to reduce staff; reduction in force due to modification of service requirements. (This provision applies to Unrepresented, Management, Senior Management Supervisors, Senior Management, Non-Elected Department Heads, and employees in classifications represented by Representation Units 1, 2, 3, 4, 7, 10, 11, 12, 13, 14, 19, 22, 25, 30, 31, 35, 36, 37, ~~38~~, 39, ~~40~~, ~~41~~, 42 and 43.)