

DEPARTMENT OF
HUMAN RESOURCES

Our Mission: To create a thriving organization, providing meaningful careers in public service.

Angela Nicholson
INTERIM DIRECTOR

August 11, 2015

Marin County Civic Center
3501 Civic Center Drive
Suite 415
San Rafael, CA 94903
415 473 6104 T
415 473 5960 F
415 473 5780 TTY
www.marincounty.org/hr

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Modifications in Compensation and Benefits for Non-represented Employees

Dear Board Members:

RECOMMENDATION: It is the recommendation of Human Resources that your Board approve the following adjustments, effective August 2, 2015:

1. Health Care: Institute the following contribution schedule for eligible non-represented Marin County Regular Hire Employees:
 - a. EE only \$461.96 per pay period
 - b. EE + 1 \$525.51 per pay period¹
 - c. EE + Family \$704.72 per pay period²

The EE+ 1 and EE+ Family rates have been increased by \$10 per pay period. In addition, each regular hire employee who is eligible for medical coverage and is enrolled in either EE only or who waives County medical coverage will receive a one-time payment of \$50.00. Such payment is not pensionable as it is a payment in lieu of medical benefits.

2. The vacation accrual modification that was approved by your Board on July 14th will be modified and will return to the vacation schedule in effect on July 1, 2015 which is listed in Personnel Management Regulation 44.5. (Attachment A)

SUMMARY: It has been your Board's practice to provide adjustments for non-represented employees consistent with those of represented employees so as to ensure consistency among classifications in the merit system and fairness amongst employees who are not represented by unions or associations. Although some labor groups are still negotiating, we are presenting this package now in order to ensure that these adjustments are effective at the same time they are effective for some represented bargaining units.

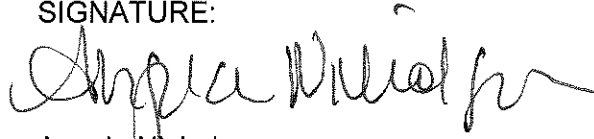
FISCAL IMPACT: The additional one-time \$50 payment, which is not pensionable and is given to employees who waive medical insurance or are enrolled in employee

¹ Employees earning less than \$70,000 will receive an additional \$10 per pay period at the employee + 1 level.

² Employees earning less than \$70,000 will receive an additional \$20 per pay period at the employee + Family level.

only medical coverage, will cost the County \$7503. Please see the attached costing summary (Attachment B) which identifies a more detailed costing of this proposal. Funds have been allocated by the County Administrator's Office in departmental budgets for the proposed adjustments.

SIGNATURE:

A handwritten signature in black ink, appearing to read "Angela Nicholson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Angela Nicholson
Assistant County Administrator
Interim Director of Human Resources

cc: All County Administrator's Staff
All Department Heads and Assistant Department Heads
All Human Resources Staff

more, medical clearance from a health care provider will be required. The medical authorization will be turned into the department head or designee. Before returning to work from an unpaid medical leave, medical clearance from the County medical provider, or the employee's personal physician, is required.

44.5 Vacation Leave

- A. Eligible Employees. All employees except temporary employees are entitled to accrue vacation leave. Regular employees employed on a part-time basis are entitled to vacation leave, but will accrue it on a pro-rata basis.
- B. Vacation Leave Accrual. Unless an applicable collective bargaining agreement provides otherwise, eligible employees will accrue vacation leave on the basis of continuous years of service in accordance with the following schedule:
1. After 1 year of service* - 10 working days (.0385 hourly)
 2. After 3 years of service - 15 working days (.0577 hourly)
 3. After 10 years of service - 20 working days (.0770 hourly)
 4. After 20 years of service - 25 working days (.0962 hourly)
 5. After 30 years of service - 30 working days (.1154 hourly)
- *Exceptions: For top management positions in unit #21 (Appointed Officials) and #26 (Assistants, Deputies and Battalion Chiefs): 15 working days.*
- C. Unpaid Leave of Absence. No vacation leave will accrue during any unpaid leave of absence.
- D. Vacation Leave Use.
1. Vacation leave may not be taken without written request to the employee's supervisor or manager and notification from them that the request has been approved in advance of the vacation leave. Vacations should be scheduled as far in advance as reasonably possible in each work unit, and should be staggered over the entire calendar year to the extent reasonable.
 2. Unless an applicable collective bargaining agreement provides otherwise, employee preference for vacation time or times, to the extent that it is reasonable, will be honored (on a seniority or annual rotation basis, in the event of a conflict), subject to the department head's judgment as to the maintenance of minimum work forces at all

Unrepresented MOU Costing Summary

Baseline Information

Current Salary Base	\$	28,497,884
Current Benefit Base	\$	10,642,895
Current Non-Pensionable Salary Base	\$	528,080
FTE		246
1% Salary with Variable Fringe	\$	361,276

Incremental Cost of MOU

FY 2015-16

Health Benefits

Allowance increase	\$	25,584	\$	767	\$	790
--------------------	----	--------	----	-----	----	-----

Other

One-time HSA contribution	\$	7,503
---------------------------	----	-------

Total Incremental	\$	33,087	\$	767	\$	790
--------------------------	-----------	---------------	-----------	------------	-----------	------------

Total Cumulative above FY14-15	\$	33,087	\$	33,854	\$	34,644
--------------------------------	----	--------	----	--------	----	--------

**Pensionable Costs - Increased pension contributions are included in the estimated costs*