

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

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**FROM:** Human Resources Dept.      **SUBMITTAL DATE:** March 24, 2003

**SUBJECT:** Recommendation to ~~Adopt~~ the Management Resolution No. 2003-71, a Resolution of the County of Riverside and Other Agencies Providing Salaries and Related Matters for Exempt Management, Management, Confidential, and Other Unrepresented Employees, to Include the Post Employment Pay Plan and Add Job Classes to the At-Will Provisions

**RECOMMENDED MOTION:** That the Board of Supervisors approve Resolution No. 2003-71, A Resolution of The County of Riverside and Other Agencies Providing Salaries and Related Matters for Exempt Management, Management, Confidential, and Other Unrepresented Employees, to replace and supersede Resolution No. 2002-240.

**BACKGROUND:** This recommended action would update the Management Resolution to include a description of the Post Employment Program, recently approved by the Board to provide for health savings accounts and special pay accounts for employees who separate from County service; and, would add certain job classes to the at-will section of the Resolution. Attachment A, an excerpt of all the recommended changes, includes a list of the upper level administrative positions for which a new at-will designation is proposed. Accomplished service in these deputy director level positions is critical to the mission of the affected law enforcement and health service departments. In addition, new language has been amended to reflect the change in mileage reimbursement consistent with that approved by the employee unions.

Ronald W. Komers  
Asst. County Executive Officer/  
Human Resources Director

**FINANCIAL DATA:**

**CURRENT YEAR COST:** \$30,000  
**NET COUNTY COST:** \$22,500  
**BUDGET ADJUSTMENT:** NO  
**SOURCE OF FUNDS:**

**ANNUAL COST:** \$62,400  
**IN CURRENT YEAR BUDGET:** YES  
**FOR FY:**

**C.E.O. RECOMMENDATION:**      **APPROVE**

**COUNTY EXECUTIVE OFFICER SIGNATURE**

Policy  
 Policy  
 Consent  
 Consent

Department Recommendation:  
Per Executive Office:

Prev. Agn. Ref.

Dist.

AGENDA NO.

**3.18**

Sec. 304 Mileage Reimbursement: *Employees who are required to use their personal vehicles for County business shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rate. Adjustments to the County rate, if any, shall be made pursuant to and concurrent with the IRS rate changes. The current mileage rate is .36 cents effective January 1, 2003.*

Sec. 413 Post-Employment Accounts: *For each regular employee covered under this Resolution who is separating from County employment, the County shall provide post-employment accounts wherein the payable value of qualifying final accrued leave balances will be deposited, up to the legal limit. Qualifying leave balances include annual leave, vacation, extra vacation, holiday balance, and the payable amount of sick leave. They do not include compensation time for overtime. Special Pay Accounts are tax-deferred investment funds. The employee may also elect a Health Savings Account, designed to be free of taxes, and which may be used for future health care costs. A participant fee is charged for health savings accounts. Qualifying leave balances of a separating employee who does not make an election will default to a Special Pay Account.*

Sec. 503

K. 401(a) of Certain At-Will Deputy Directors: *Effective January 9, 2003, if any incumbent Deputy Director I, Public Health, Deputy Director II, Public Health, Deputy Director for Environmental Health, Administrative Director, CHA, Operations Chief, Animal Services, Chief Finance Officer, CHA, and Chief of Medical Services, CHA, accepts employment At-Will, an additional \$150 per bi-weekly pay period shall be contributed to the 401(a) Money Purchase Plan for each such employee accepting At-Will status.*

Sec. 601 E

(5) *Employees in the classification of:*

*Undersheriff (At-Will)  
Assistant Sheriff (At-Will)  
Chief Deputy Sheriff (At-Will)*

*shall be appointed and serve at the pleasure (i.e., At-Will) of the Sheriff. They may be terminated from service at any time by the Sheriff, without notice, cause or rights of appeal. Prior to the appointment to any of the above classifications the Sheriff shall obtain a written agreement from the prospective appointee acknowledging his/her understanding of such At-Will status.*

*Any employee serving At-Will in the above classifications may be entitled to one (1) months salary as severance pay for each year of employment with the County of Riverside up to a maximum severance pay equal to six*

(6) months salary. The specific amount of such severance pay (up to the maximum) shall be at the sole discretion of the Sheriff.

(6) Employees in the classification of:

Assistant Public Health Officer  
Deputy Director I, Public Health  
Deputy Director II, Public Health  
Deputy Director for Environmental Health  
Administrative Director, CHA  
Operations Chief, Animal Services  
Chief Finance Officer, CHA  
Chief of Medical Services

shall be appointed and serve at the pleasure (i.e., At-Will) to the Director, Community Health Agency. They may be terminated from service at any time by the Director, Community Health Agency, without notice, cause or rights of appeal. Prior to the appointment to any of the above classifications the Director, Community Health Agency, shall obtain a written agreement from the prospective appointee acknowledging his/her understanding of such At-Will status.

Any employee serving At-Will in the above classifications may be entitled to one (1) month's salary as severance pay for each year of employment with the County of Riverside up to a maximum severance pay equal to six (6) months salary. The specific amount of such severance pay (up to the maximum) shall be at the sole discretion of the Director, Community Health Agency.

Sec. 706 Payoff Upon Retirement or Termination: Any regular employee who terminates or is terminated shall be ~~paid for~~ credited with all accrued Annual Leave at the same rate as that received on the last day worked or last day of approved leave with pay.

Sec. 707 Prior Sick Leave Accruals:

A. Effective July 2, 1998, current sick leave balances shall be frozen provided, however, that up to 50% (1/2) of the sick leave balances for employees covered under the terms and conditions of this Resolution shall be converted to Annual Leave. The remaining sick leave hours may be used until the sick leave is exhausted or, upon retirement, disability retirement, or death of the employee, it may be ~~paid~~ credited to the employee as provided under the provisions of Section 708 below.

Sec. 708 Payout for Unused Sick Leave: Upon retirement, disability retirement or death of an employee or officer, and subject to the provisions of any applicable agreement between the employing agency and the Public Employee's Retirement system, unused accumulated sick leave shall be ~~paid for~~ credited at the rate of fifty (50) percent of the current salary value thereof for each such person who has had five full years of service in a payroll status provided, however, that the total payment shall not exceed a sum equal to 960 hours of full

pay. ~~Payment~~ *Sick leave compensation* resulting from death shall be made to the persons entitled to otherwise, in accordance with the Probate Code.

Sec 1003 E. Payout for Sick Leave: Upon retirement, disability retirement or death of an employee or officer, and subject to the provisions of any applicable agreement between the employing agency and the Public Employee's Retirement System, unused accumulated sick leave shall be ~~paid for~~ *credited* at the rate of 50 percent of the and, in no event, shall the total payment exceed a sum equal to 120 days of full pay. ~~Payment~~ *Sick leave compensation* resulting from death shall be made to the persons entitled to otherwise, in accordance with the Probate Code.

Sec 1901 D. 3. The donation of leave hours is irreversible. Should the person receiving the donation not use all donated leave for the catastrophic illness/injury, any balance will remain with that person or will be ~~converted to cash upon that person's~~ *credited to them* upon separation.

Sec. 2107 Deferred Compensation

A. Effective February 11, 1999, the County increased its contribution from \$15.00 to \$20.00 per biweekly pay period to a 401(a) money purchase plan for each enrolled regular employee in an Undersheriff, Assistant Sheriff, Chief Deputy Sheriff, Chief District Attorney Investigator, Asst. Chief District Attorney Investigator, or Supervising District Attorney Investigator classification. This is in addition to any other deferred compensation provided by contract or other authority.

B. *Effective January 9, 2003, any current incumbent Chief Deputy Sheriff who accepts employment as Chief Deputy Sheriff (At-Will) shall, in addition to the above, be entitled to \$150 per biweekly pay period contributed to the 401(a) money purchase plan.*

C. *Effective January 9, 2003, if any current incumbent Chief Deputy Sheriff accepts employment as Chief Deputy Sheriff (At-Will), an additional \$150 per biweekly pay period shall be contributed to the 401(a) money purchase plan for each regular employee in the Sheriff, Undersheriff, or Assistant Sheriff classifications.*