

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

508



**FROM:** Human Resources Dept.

**SUBMITTAL DATE:**  
May 3, 2004

**SUBJECT:** Adoption of Resolution 2004-235, An Update to the Management Resolution, a Resolution of the County of Riverside and Other Agencies Providing Salaries and Related Matters for Exempt Management, Management, Confidential, and Other Unrepresented Employees

**RECOMMENDED MOTION:** That the Board of Supervisors approve Resolution 2004-235, "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. 2003-513.

**BACKGROUND:** On May 4, 2004, Item 3.14, the Board of Supervisors approved changing Chief Deputy Sheriff, Director of Administrative Services to an at-will job classification, with a salary aligned to the basic Chief Deputy Sheriff job class. This proposed update to the Management Resolution will add the Chief Deputy Sheriff, Director of Administrative Services title in the appropriate resolution sections to provide parity with the job series in terms of annual leave, future salary movement, and the flexible benefit, alongside the other Chief Deputy Sheriff job classes.

The Sheriff concurs with this recommendation.

*Ronald W. Komers*  
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Ronald W. Komers  
Asst. County Executive Officer/HR Director

<b>FINANCIAL DATA</b>	<b>Current F.Y. Total Cost:</b>	\$ 0	<b>In Current Year Budget:</b>	Yes
	<b>Current F.Y. Net County Cost:</b>	\$ 0	<b>Budget Adjustment:</b>	No
	<b>Annual Net County Cost:</b>	\$ 0	<b>For Fiscal Year:</b>	2004

<b>SOURCE OF FUNDS:</b> Not Applicable	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

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

- Policy
- Consent
- Dept't Recomm.
- Per Exec. Ofc.:

**County Executive Office Signature** *Roy At*  
\_\_\_\_\_  
MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Venable, seconded by Supervisor Buster and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Venable and Wilson  
 Noes: None  
 Absent: Ashley  
 Date: May 18, 2004  
 xc: HR, Co.Co., Sheriff, CHA/Public Health & Environ. Health, Deputy Animal Svcs.

Nancy Romero  
Clerk of the Board  
By: *Nancy Romero*

**Prev. Agn. Ref.:** | **District:** ALL | **Agenda Number:** 3.18

**ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD**

ARTICLE 6  
PROBATIONARY PERIOD

Sec. 601 E

(5) Employees in the classification of

37579	Assistant Sheriff
37580	Assistant Sheriff A
37581	Assistant Sheriff B
37582	Chief Deputy Sheriff
37583	Chief Deputy Sheriff A
37584	Chief Deputy Sheriff B
<b>37624</b>	<b>Chief Deputy Sheriff, Director of Administrative Services</b>

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 **removed from service by the Sheriff** 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:

73556	Deputy Director I, Public Health
73557	Deputy Director II, Public Health
74096	Deputy Director for Environmental Health
74612	Administrative Director, CHA
73513	Operations Chief, Animal Services
74139	Chief Finance Officer, CHA
73888	Chief of Medical Services, CHA

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 **removed from service by the department head** 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.

ARTICLE 21  
SALARY AND FRINGE BENEFIT ADJUSTMENTS  
LAW ENFORCEMENT EXECUTIVE MANAGEMENT

The following amendments to the Management, Confidential, and Other Unrepresented Employees Resolution provide salary and/or fringe benefit adjustments (as specified) for employees in an Undersheriff, Assistant Sheriff, Chief Deputy Sheriff, **Chief Deputy Sheriff, Director of Administrative Services**, Chief District Attorney Investigator, Asst. Chief District Attorney Investigator, Supervising District Attorney Investigator, Sheriff's Program Director, or Sheriff's Executive Officer classifications. Unless specifically provided herein, this Resolution is not intended to alter, amend, add to or subtract from the existing wages, hours, and other terms and conditions of employment set forth for these employees in applicable County Ordinances, Resolutions, or minute orders. Furthermore, unless specifically provided herein, these changes are not intended to alter any of the wages, hours and other terms and conditions of employment approved by the County's Board of Supervisors on June 23, 1998, (as amended on October 13, 1998) for any other employees currently covered under the provisions of the Management Resolution.

Sec. 2101 Annual Leave: (The provisions of Secs. 2101 through 2105 are only applicable to employees in an Undersheriff, Assistant Sheriff, Chief Deputy Sheriff, **Chief Deputy Sheriff, Director of Administrative Services**; Chief District Attorney Investigator, Asst. Chief District Attorney Investigator, or Supervising District Attorney Investigator classification.)

Sec. 2102 Annual Usage: During the first twenty-six (26) pay periods of employment, employees shall be encouraged to use no less than forty (40) hours of annual leave and, thereafter, employees shall be encouraged to use no less than eighty (80) hours of annual leave in each succeeding twenty-six (26) pay periods of employment. While on annual leave, sick leave, holiday leave, or compensatory time off, an employee shall be compensated and receive benefits at the same rate as if he were on the job.

Sec. 2103 Maximum Accrual:

A. Employees in the classifications described in Section 2101 shall not accrue more than 1,600 hours of annual leave.

It is the mutual responsibility of the employee and the agency/department head to assure that no employee shall exceed said maximum accrual.

B. Vacation Conversion: Effective February 11, 1999, accrued vacation banks (including extra vacation) for current employees in one of the classifications described in Section 2101 shall be converted to Annual Leave on an hour-for-hour basis to a maximum of 1,600. Any regular employee who subsequently transfers or promotes into one of these classifications shall have his/her accrued vacation balance similarly converted to annual leave on an hour for hour basis at the time of such transfer/promotion.

C. Prior Sick Leave Accruals:

1. Effective February 11, 1999, current sick leave balances shall be frozen provided, however, that up to 50% of the sick leave balances shall be converted to annual leave. The combined maximum hours of sick leave so converted, when added to vacation hours converted under (B.) above, shall not exceed the maximum accruals set forth in Sec. 2103 (A.) above. Any 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 as provided under the provisions of Section 708 of this Resolution.

2. Any regular employee who transfers or promotes into a classification described in Section 2101 of this Resolution shall, at the time of such transfer/promotion, have his/her sick leave balance converted and/or frozen in the manner described in 2103 (C)(1).

Sec. 2104 Annual Leave Redemption: An employee may request to receive pay in lieu of up to eighty (80) hours (160 hours upon approval of the agency/department head) per calendar year of Annual Leave.

Sec. 2105 Other Provisions: Those provisions contained in Article 7 of this Resolution which are not specifically modified by Secs. 2101 through 2104 above, and are otherwise appropriate to this Article, shall be included by reference.

Sec. 2106 Salary Increases: The salary increases provided under subsections A. through E. below are applicable only to employees in Undersheriff, Assistant Sheriff, Chief Deputy Sheriff, **Chief Deputy Sheriff, Director of Administrative Services**, Chief District Attorney Investigator, Asst. Chief District Attorney Investigator, Supervising District Attorney Investigator, Sheriff's Program Director, and Sheriff's Executive Officer classifications.

A. Effective December 26, 2002, the salaries for the above classifications shall be increased by 3%.

B. Effective June 26, 2003, the salaries for the above classifications shall be increased by 3%.

C. Effective December 25, 2003, the salaries for the above classifications shall be increased by 5%.

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.

Sec. 2108 Flexible Benefit Contribution

A. The County's monthly Flexible Benefit contribution for regular employees in an Undersheriff, Assistant Sheriff, Chief Deputy Sheriff, **Chief Deputy Sheriff, Director of Administrative Services**, Chief District Attorney Investigator, Asst. Chief District Attorney Investigator, or Supervising District Attorney Investigator classification shall be \$330.44 (includes \$128.00 PEMHCA amount).

B. Effective the pay period commencing January 2, 2001, the County's monthly Flexible Benefit contribution for regular employees in an Undersheriff, Assistant Sheriff, Chief Deputy Sheriff, Chief District Attorney Investigator, Asst. Chief District Attorney Investigator, or Supervising District Attorney Investigator classification shall be \$345.44 (includes \$128.00 PEMHCA amount).