

**ORDINANCE NO. 9871 (NEW SERIES)**

**AN ORDINANCE AMENDING THE COMPENSATION ORDINANCE  
ESTABLISHING CLASSIFICATIONS, CHARACTERISTICS AND COMPENSATION.**

The Board of Supervisors of the County of San Diego ordains as follows:

**Section 1.** Appendix One of the Compensation Ordinance is hereby amended by establishing the following classifications and compensation in the Classified Service effective July 20, 2007:

Class No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Approx Annual Salary Minimum Maximum	Vari Entry O/T	Rep Stat	Bene Plan Bene Prog
002396	County Web Manager								
	28.06 2244.80	37.51 3000.80				\$58,364.80 - \$78,020.80	Y E	MA	MGT
003003	Sheriff's Operations Supervisor								
	22.28 1782.40	23.39 1871.20	24.56 1964.80	25.79 2063.20	27.08 2166.40	\$46,342.40 - \$53,643.20	Y N	MM	NMG
003577	Security Manager								
	30.92 2473.60	32.47 2597.60	34.09 2727.20	35.79 2863.20	37.58 3006.40	\$64,313.60 - \$78,166.40	Y E	MA	MGT
005720	Public Assistance Investigator Manager								
	28.90 2312.20	30.34 2427.20	31.86 2548.80	33.45 2676.00	35.12 2809.60	\$60,112.00 - \$73,049.60	Y E	MA	MGT

**Section 2.** Appendix One of the Compensation Ordinance is hereby amended by establishing the following classifications and compensation in the Unclassified Service effective July 20, 2007:

Class No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Approx Annual Salary Minimum Maximum	Vari Entry O/T	Rep Stat	Bene Plan Bene Prog
000212	Chief Deputy Valuation								
	44.77 3581.60	71.43 5714.40				\$93,121.60 - \$148,574.40	Y X	NE	UCL

  

Class No.	Salary/ Range	Vari Entry O/T	Rep Stat	Bene Plan Bene Prog
000921	Administrator, Office of Public Health	14	Y X	EM UCL
000922	Deputy Public Health Officer	17	Y X	EM UCL

**Section 3.** Appendix One of the Compensation Ordinance is hereby amended by amending compensation for the following job codes/classifications effective June 22, 2007:

Class No.	Step 1 Hrly Biwkly	Step 2 Hrly Biwkly	Step 3 Hrly Biwkly	Step 4 Hrly Biwkly	Step 5 Hrly Biwkly	Step 6 Hrly Biwkly	Step 7 Hrly Biwkly	Step 8 Hrly Biwkly	Approx Minimum	Annual Salary Maximum
000230	Chief Deputy County Clerk									
	44.77 3581.60	71.43 5714.40							\$93,121.60 -	\$148,574.40
000250	Chief Deputy County Recorder									
	44.77 3581.60	71.43 5714.40							\$93,121.60 -	\$148,574.40
000735	Park Attendant (Seasonal)									
	9.70 776.00	10.18 814.40	10.69 855.20	11.22 897.60	11.78 942.40				\$20,176.00 -	\$24,502.40
002709	Departmental Clerk									
	10.33 826.40	10.85 868.00	11.39 911.20	11.96 956.80	12.56 1004.80	13.19 1055.20			\$21,486.40 -	\$27,435.20
003004	County Records Manager									
	30.92 2473.60	32.47 2597.60	34.09 2727.20	35.79 2863.20	37.58 3006.40				\$64,313.60 -	\$78,166.40
005514	Division Chief II, Assessor/Recorder/County Clerk									
	44.28 3542.40	46.49 3719.20	48.81 3904.80	51.25 4100.00	53.81 4304.80				\$92,102.40 -	\$111,924.80
005515	Division Chief I, Assessor/Recorder/County Clerk									
	40.23 3218.40	42.24 3379.20	44.35 3548.00	46.57 3725.60	48.90 3912.00				\$83,678.40 -	\$101,712.00

**Section 4.** Appendix One of the Compensation Ordinance is hereby amended by amending the overtime designator for the following job codes/classifications effective June 22, 2007:

Class No.	Class Title	Overtime Designator
002339	Senior Risk & Insurance Analyst	E
002436	Senior Human Resources Analyst	E
002466	Senior Workers' Comp Adjuster	E
002442	ERP System Functional Analyst	E
003004	County Records Manager	E

**Section 5.** Appendix One of the Compensation Ordinance is hereby amended by retitling the following job codes/classifications effective July 20, 2007:

	<u>Class No.</u>	<u>Class Title</u>
From:	000210	Chief Deputy County Assessor
To:	000210	Assistant Assessor/Recorder/County Clerk
From:	000211	Chief Deputy Assessor
To:	000211	Chief Deputy Administrative Services
From:	000230	Chief Deputy County Clerk
To:	000230	Chief Deputy Systems
From:	000250	Chief Deputy County Recorder
To:	000250	Chief Deputy Recorder/County Clerk
From:	002619	Assistant Procurement Officer
To:	002619	Assistant Procurement Contracting Officer

**Section 6.** Appendix One of the Compensation Ordinance is hereby amended by removing the “Terminal” designation from the following job code/classification effective July 20, 2007:

<u>Class No.</u>	<u>Class Title</u>
003664	Plans Examiner

**Section 7.** Appendix One of the Compensation Ordinance is hereby amended by designating the following job codes/classifications as “Terminal” effective July 20, 2007:

<u>Class No.</u>	<u>Class Title</u>
003795	Construction Technician (T)
005396	Entomology/Apiary Specialist (T)

**Section 8.** Appendix One of the Compensation Ordinance is hereby amended by deleting the following job codes/classifications effective July 20, 2007:

<u>Class No.</u>	<u>Class Title</u>
004210	Associate Veterinary Pathologist
005377	Produce Inspector
005419	Assistant Plant Pathologist/Nematologist
005420	Plant Pathologist/Nematologist
005724	Bad Check Enforcement Specialist
006531	Laundry Worker II (T)
007085	Supervising Custodian (T)
007520	Sewing Room Operator

**Section 9.** Section 1.6.4. of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.6.4: STANDBY.

(a) Definition.

- (1) Normal. Specific hours outside the normal shift during which the employee must remain where he/she can be contacted by telephone, ready for immediate return to work to perform an essential service.
- (2) Critical. Specific hours outside the normal shift during which the employee must remain where he/she can be contacted by telephone, ready for immediate return to work to perform a service so critical as to frequently mean the difference between life and death.
- (3) Exclusion. Standby duty shall not count as time worked. If an employee is required to, and does, actually return to a work place and perform actual service, such work shall be considered as time worked. Employees assigned to standby shall not be entitled to call-back work compensation, unless otherwise specifically provided under the call-back provisions.

(b) Eligibility. Only those employees in classes in (c) below shall be eligible for standby compensation. The Chief Administrative Officer must approve the designation of all standby and critical standby positions.

(c) Compensation. Eligible employees shall be compensated in the following manner for standby. Except where otherwise stated, each normal standby shift shall not exceed the number of hours in the employee's normal workday.

Employees in eligible classes shall be paid the equivalent of one (1) hour compensation for each normal standby shift, and the equivalent of two (2) hours compensation for each critical standby shift.

Eligible Classes:

3036 EDP Operations Coordinator  
5792 Supervising Medical Examiner Investigator

and classes designated AE, CL, CM, CR, DI, DM, FS, HS, MM, PR, PS, RN, SS and SW; classes designated CE or CEM with a biweekly rate of pay which, at the top step, does not exceed \$2,144.00.

(d) Work Performed at Place of Contact During Standby. Employees in eligible classes contacted by the department during a standby shift, and required to perform work without leaving the place of contact, shall receive a minimum of one (1) hour at time and one-half (1-1/2) cash, not to exceed one such payment for each standby shift.

Eligible Classes:

5740 Medical Examiner Investigator II  
5741 Medical Examiner Investigator I

(e) Standby for Court Appearance. Employees in eligible classes, ordered through subpoena or by the District Attorney to remain available on standby for contact to report to a court

to give required testimony, shall be paid the equivalent of one (1) hour compensation for each day such standby is served.

Eligible Classes:

4517	Certified Nurse Practitioner
4525	Psychiatric Nurse
4538	Staff Nurse
4545	Sheriff's Detentions Certified Nurse Practitioner
4548	Sheriff's Detentions Nurse
5740	Medical Examiner Investigator II
5741	Medical Examiner Investigator I

- (f) Hazardous Incident Response Duty. Employees in eligible classes contacted by the department and required to remain available on standby for hazardous incident response work, shall be compensated at Step 5 of the rate listed in Appendix One of the Compensation Ordinance for class 4723, Environmental Health Specialist III for each standby hour. Employees must possess current training and certification in hazardous incident response work to be considered eligible.

<u>Class No.</u>	<u>Title</u>
4722	Environmental Health Specialist II
4723	Environmental Health Specialist III

**Section 10.** Section 1.6.5 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.6.5: NIGHT SHIFT.

- (a) Definition. An assigned established schedule of work hours of which not less than one-half of the total number of hours, plus one-half hour, are worked after 5:00 p.m. and before 8:00 a.m.
- (b) Eligibility. Only those employees designated in (c) below shall be eligible for night shift compensation. Night shift compensation shall not be paid for any standby duty, nor to an employee receiving the premium established in Section 1.7.5 (Resident Park Ranger).

**Section 11.** Section 1.6.11 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.6.11: NON-FLSA COMPENSATORY TIME ACCUMULATION

- (a) Employees in classes designated DS, AE, CL, CE, CEM, CM, CR, FS, HS, MA, MM, PO, PR, PS, RN, SO, SS and SW, designated "N", can accumulate a maximum of forty (40) hours of non-FLSA compensatory time off. The employee shall not be required to take off or be paid for such hours. Any non-FLSA compensatory time accumulated shall be accounted for separately from FLSA compensatory time. For employees in classes designated DS who have been authorized to use compensatory time, the time off shall be deducted first from employee's non-FLSA compensatory time accumulation balances.
- (b) Employees in classes designated DS who have non-FLSA compensatory time in excess of the maximum allowable (40 hours) as of March 31, 2006, and classes designated AE, CE, CEM, CL, CM, CR, FS, HS, MA, MM, PO, PR, PS, RN, SO, SS and SW, designated "N", as of June 23, 2006, shall have until June 30, 2008, to bring accumulation balances to forty (40) hours. Failure to do so will result in the loss of non-FLSA compensatory hours in excess of forty (40) hours.

- (c) Employees in classes designated CEM and MA designated “E”, can accumulate a maximum of eighty (80) hours of non-FLSA compensatory time off. The employee shall not be required to take off or be paid for such hours. Any non-FLSA compensatory time accumulated shall be accounted for separately from FLSA compensatory time.
- (d) Employees in classes designate CEM and MA designated “E”, who have non-FLSA compensatory time in excess of the maximum allowable (80 hours) as of June 30, 2006, shall have until June 30 2008, to bring accumulation balances to forty (40) hours. Failure to do so will result in the loss of non-FLSA compensatory hours in excess of forty (40) hours.
- (e) Refer to Section 1.6.2 (h) (2) and (3) for the maximum accumulation of FLSA compensatory time balances.

**Section 12.** Section 1.8.2. of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.8.2: PSYCHIATRIC HOSPITAL/EDGEMOOR/MORGUE ASSIGNMENT-CUSTODIAN.** Eligible employees shall be paid approximately five percent (5%) when assigned to work at the Psychiatric Hospital, Edgemoor or the County Morgue.

Eligible Classes:

- 7030 Senior Custodian
- 7031 Custodian
- 7035 Health Care Agency Housekeeper
- 7036 Senior Health Care Agency Housekeeper

**Section 13.** Section 1.8.3 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.8.3: MEDICAL AND DETENTION FACILITY ASSIGNMENT.**

- (a) Eligible employees assigned to work at a medical or detention facility as his/her primary work location shall be paid twenty-five cents (\$.25) per hour in addition to the salary prescribed for his/her class for each hour worked in the following locations.

Health & Human Services Agency	
Initial Intake, Admissions and Screening of Kids:	
•	Polinsky Children’s Center
Inpatient units, Admissions and Screening:	
•	San Diego County Psychiatric Hospital
Medication Management:	
•	Central Regional Clinic
•	East County Outpatient Clinic
•	Forensic Mental Health Services
•	Grantville
•	North Coastal Outpatient Clinic
•	North Inland Outpatient Clinic
•	South East Region Outpatient Clinic
•	Camp Barrett

Health & Human Services Agency	
•	Juvenile Ranch Facility

Sheriff's Department	
Jail Information	
Booking Section	
Release Section	
Dispensary	
Psychiatric Security Unit at the Jail	
Jail Kitchens	
Central Laundry	
Central Production Center	

Probation Department	
1.	East Mesa Juvenile Detention Facility
2.	Kearny Mesa Juvenile Detention Facility

Eligible Classes:

- 2403 Accounting Technician
- 2430 Cashier
- 2493 Account Clerk
- 2494 Payroll Clerk
- 2510 Senior Account Clerk
- 2511 Senior Payroll Clerk
- 2513 Senior Cashier
- 2521 Account Clerk Specialist
- 2650 Stock Clerk
- 2655 Storekeeper III
- 2658 Storekeeper II
- 2660 Storekeeper I
- 2664 Pharmacy Stock Clerk
- 2700 Office Assistant
- 2706 Admissions Clerk
- 2707 Senior Admissions Clerk
- 2709 Departmental Clerk
- 2710 Junior Clerk (T)
- 2715 Records Clerk
- 2729 Office Support Specialist
- 2730 Senior Office Assistant
- 2745 Supervising Office Assistant
- 2756 Administrative Secretary I
- 2757 Administrative Secretary II
- 3008 Senior Word Processor
- 3009 Word Processor
- 3046 Medical Records Clerk
- 3049 Medical Records Technician
- 3055 Senior Medical Records Technician
- 4260 Pharmacy Technician

Probation Department	
1.	East Mesa Juvenile Detention Facility
2.	Kearny Mesa Juvenile Detention Facility

Eligible Classes:

5236	Departmental Aide
6405	Food Services Supervisor
6410	Senior Cook
6411	Cook
6415	Food Services Worker
6520	Linen Marker & Distributor
6530	Laundry Worker
7530	Sewing Room Supervisor

**Section 14.** Section 1.10.3, EDP Audit Unit is repealed.

**Section 15.** Section 1.13.3 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 1.13.3: CHARGES FOR MAINTENANCE. In the following cases where full or part time maintenance is furnished, employees shall be charged the following amounts:

(a) Meals.

\$1.70 in cash for each meal purchased individually.

\$1.60 in cash for each meal when purchased by meal book in quantities of not less than ten (10).

(b) Living Quarters. Charges for specific living quarters shall be based upon a determination of the class in which each house, apartment, or room shall be included, made by resolution of the Board of Supervisors. Employees shall be charged at the biweekly rate; however, when computing the charges for a portion of a biweekly pay period, the daily rate shall be used. Charges for living quarters shall be paid by employees or deducted from employees' compensation at the end of the pay period for which the living quarters are furnished.

Class	Description	Biweekly Rate
1	1 BR / 1 BA Mobile Home	\$39.74
2	2 BR / 1 BA Mobile Home	47.72
3	2 BR / 2 BA Mobile Home	55.65
4	1 BR / 1 BA Apartment	39.74
5	2 BR / 1 BA Apartment	54.95
6	3 BR / 1 BA Apartment	55.65
7	3 BR / 1-1/2 – 2 BA Apartment	63.60
8	1 BR / 1 BA House	47.72
9	2 BR / 1 BA House	55.73
10	2 BR / 2 BA House or	63.60



Class	Description	Biweekly Rate
	3 BR / 1 BA House	
11	3 BR / 1-1/2 – 2 BA House	71.53
12	4 BR / 2 BA House	182.82

**Section 16.** Section 1.13.10 of the Compensation Ordinance is hereby amended to read as follows:

**SECTION 1.13.10: UNIFORM ALLOWANCE (INITIAL ISSUE AND MAINTENANCE / REPLACEMENT).**

- (g) Hard-Toe Shoes/Non-Slip Safety Shoes: Upon determination by the appointing authority that hard-toe shoes are appropriate for duties performed, the County shall pay eligible employees \$100 upon proof of purchase of department-approved hard-toe shoes. Employees may accrue up to three years' worth of reimbursement for the purchase of safety footwear. Employees who do not spend \$100 in the previous fiscal year shall have up to \$200 available in the second year. Employees who do not spend \$100 in each of the two previous fiscal years shall have up to \$300 available in the third year. Maintenance after purchase and reimbursement will be the responsibility of the employee; however, a portion of the reimbursement may be used for shoe repair.

(1) Hard Toe Shoes

Eligible Classes: Classes designated AE, CL, CM, CR, FS, HS, MM,

(2) Non-Slip Safety Shoes:

Eligible Classes:

4230	Veterinary Pathologist
4317	Disease Research Scientist
4318	Histology Technician
4319	Senior Histology Technician
4321	Senior Disease Research Scientist
5710	Registered Veterinary Technician

**Section 17.** Section 2.1.5 of the Compensation Ordinance is hereby amended as follows:

**SECTION 2.1.5: “PASS THROUGH” PAYMENTS:** In recognition of the fact that the State of California has designated funds for the direct compensation of certain designated employees who provide health care services in Skilled Nursing Facilities; the monies involved derive directly from the State of California and not from the funds of the County of San Diego; the State of California seeks to “pass through” compensation for health care employees who are assigned to provide direct patient care at skilled nursing facilities for which the County receives funds through the State of California pursuant to the provisions of Welfare and Institutions Code Section 14110.6.

Edgemoor “Pass Through” Premium Pay: Eligible employees in the following classes shall receive “Edgemoor Pass Through” premium pay up to a maximum of 10% calculated on their base hourly pay rate. This premium shall apply to all paid hours and shall not apply toward terminal payoff.

<u>Class No.</u>	<u>Class Title</u>
2650	Stock Clerk
4465	Nutritionist

<u>Class No.</u>	<u>Class Title</u>
4538	Staff Nurse
4615	Nurses Assistant
4625	Licensed Vocational Nurse
4770	Dietitian
5884	Building Maintenance Engineer
5905	Carpenter
5920	Electrician
5940	Painter
5967	Senior Painter
6200	Building Maintenance Engineer Assistant
6305	Gardener II
6320	Gardener I
6410	Senior Cook
6411	Cook
6415	Food Services Worker
6520	Linen Marker & Distributor
7030	Senior Custodian
7031	Custodian
7035	Healthcare Agency Housekeeper
7036	Sr Healthcare Agency Housekeeper
7514	Shuttle Bus Driver
7541	Construction & Services Worker I

Payment of the “Edgemoor Pass Through” premium pay is contingent upon continuation of funding by the State of California or, if such funding is not continued, shall be at the discretion of the County.

**Section 18.** Section 2.1.17 of the Compensation Ordinance is hereby amended as follows:

**SECTION 2.1.17: SHERIFF’S DEPARTMENT HARD TO RECRUIT REFERRAL REWARD PROGRAM**

Only regular employees of the San Diego County Sheriff’s Department shall be eligible to receive a referral reward of \$500.00 for referring qualified candidates for the following hard to recruit job codes/classifications:

Eligible Classes:

002820	Sheriff’s Radio Trainee
002822	Emergency Services Dispatcher
004548	Sheriff’s Detentions Nurse
005746	Deputy Sheriff
005747	Sheriff’s Cadet
005757	Deputy Sheriff Detentions/Court Services
005797	Deputy Sheriff Cadet Detentions/Court Services

Eligibility Criteria

- (a) Only regular employees of the San Diego County Sheriff’s Department are eligible to submit referrals under this program with the following exceptions:
  - (1) Employees assigned to the Sheriff’s Human Resources Personnel Division and Labor Relations Unit;

- (2) Those employees who have responsibility for recruitment as part of their assigned job duties, including individuals assigned on a temporary basis to carry out specialized recruiting activities unless it can be verified that the recruitment did not occur during that activity; and
  - (3) All elected and unclassified employees.
- (b) Eligible employees must be active at the time of referral and active at the time of reward to receive payment of reward.

#### Amount of Referral Reward

The amount of referral reward will be a gross payment of \$500.00 and will be paid through the regular payroll advice or warrant.

#### Referrals Eligible for Referral Reward

- (a) Referrals only qualify under this program if a written referral is made by an eligible employee during the recruitment period.
- (b) Current Sheriff's Department employees do not qualify as "applicants" to be referred under this program.
- (c) Immediate family of the referring employee does not qualify as "applicants" to be referred under this program. Immediate family includes husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, or any person serving as a parent, or who has served as a parent, or any other person living in the same household as the employee.
- (d) An employee is only eligible to receive up to five (5) referral reward payments per fiscal year, regardless of the total number of referrals made by the employee that meet the criteria for successful completion of the program. No employee will be eligible for any referral reward payment during his or her last twelve (12) months of employment.
- (e) Only one employee may qualify for the referral reward for each referred candidate. In the event of multiple Referral Forms submitted for the same candidate, the Referral Form with the earliest time/date stamp will be used in determining the eligibility for reward.

#### Payment of Reward

- (a) The recruited employee has to complete the below listed length of service in order for the \$500.00 referral reward to be paid to the employee who made the referral:
  - (1) Deputy Sheriff (005746) – upon completion of academy or three (3) months of employment if lateral hire;
  - (2) Deputy Sheriff Detentions/Court Services (005797) – upon completion of academy or three (3) months of employment if lateral hire.
  - (3) Sheriff Cadet (005747) – upon completion of academy.
  - (4) Deputy Sheriff Cadet Detentions/Court Services (005797) – upon completion of academy.
  - (5) Sheriff's Detention Nurse (004548) – three (3) months of employment.
  - (6) Sheriff's Radio Trainee (002820) – three (3) months of employment.
- (b) A gross payment of \$500.00 will be made to the referring employee through the regular payroll advice or warrant.
- (c) The decision to award or deny payment under the Hard to Recruit Referral Reward Program shall be at the sole discretion of the County and shall not be subject to appeal.

This program will expire on June 18, 2009.

**Section 19.** Section 3.6.17 of the Compensation Ordinance is hereby amended to read as follows:

SECTION 3.6.17: CHARTER/STATUTE AUTHORIZED STAFF TO ELECTED OFFICIALS AND BOARDS. For the following classes, compensation shall be at or within the biweekly rate range established for the class in Appendix One. Employees shall be paid an amount set by the appointing authority and the level of such pay shall be based on the appointee’s education, experience and the quality and quantity of work to be performed. After appointment, all pay adjustments by the appointing authority shall be prospective only.

Class/Job Code No.	Title	Rep Stat
0210	Assistant Assessor/Recorder/County Clerk	NE
0211	Chief Deputy Administrative Services	NE
0212	Chief Deputy Valuation	NE
0215	Retirement CEO	NE
0230	Chief Deputy Systems	NE
0231	Special Assistant, Treasurer/Tax Collector	NE
0240	Assistant District Attorney	NE
0245	Chief Deputy District Attorney	NE
0249	Special Assistant, County Assessor	NM
0250	Chief Deputy Recorder/County Clerk	NE
0260	Undersheriff	NE
0262	Director, Sheriff’s Management Services	NE
0264	Sheriff’s Human Resources Administrator	NE
0265	Assistant Sheriff	NE
0270	Chief Deputy County Tax Collector	NE
0280	Chief Deputy County Treasurer	NE
0284	Retirement Assistant Chief Investment Officer	NA
0286	Investment Officer	NA
0287	Retirement Asst Administrator	NA
0288	Chief Investment Officer	NA
0289	Retirement Chief Investment Officer	NE
0330	Victim/Witness Program Director	NA
0332	Deputy Chief Investigator	NE
0337	Public Affairs Officer, District Attorney	NA
0342	Special Investigator (DA)	NE
0343	Special Assistant (DA)	NE
0344	Chief Investigator	NE
0345	Assistant Chief Investigator	NE
0346	Confidential Secretary	NM
0362	Special Investigator (Sheriff)	NA
0372	Legislative Assistant I (Board of Supervisors)	NS
0373	Legislative Assistant II (Board of Supervisors)	NA
0374	Chief of Staff (Board of Supervisors)	NA
0375	Special Investigator (Citizens Review Board)	NA
0950	District Attorney Legal Operations Administrator	NA
2258	Information Technology Director, D.A.	NE
2259	Chief, District Attorney Administrative Officer	NE

**Section 20.** Subsection (6) of 4.2.2 of the Compensation Ordinance is hereby amended as follows:

SECTION 4.2.2: SICK LEAVE.

(6) Care for Immediate Family. Employees in eligible classes may be granted sick leave to care for a member of the employee's immediate family, in accordance with the following provisions:

- (a) Up to a maximum of eighty (80) hours of paid sick leave in a twelve (12) month period for the purpose of caring for a member of his/her immediate family who is ill or injured. In addition, if the employee requests sick leave in excess of eighty (80) hours in order to care, or arrange care, for a member of his/her immediate family who is critically or terminally ill, additional sick leave is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.

Eligible Classes: Classes designated AE, CE, CEM, CL, CM, CR, EM, FS, HS, MM, NA, NE, NM, NR, NS, PO, PR, PS, RN, SD0, SD1, SD2, SD5, SS, SW and UM.

- (b) Up to a maximum of forty (40) hours of sick leave in a twelve (12) month period for the purpose of caring for a member of his/her immediate family who is ill or injured. If the employee requests sick leave in excess of forty (40) hours in order to care, or arrange care, for a member of his/her immediate family who is critically or terminally ill, additional sick leave is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.

Eligible Classes: Classes designated MA.

- (c) Up to a maximum of fifty-two (52) hours of paid sick leave in a twelve (12) month period for the purpose of caring for a member of his/her immediate family who is ill or injured. In addition, if an employee requests sick leave in excess of fifty-two (52) hours in order to care or arrange care for a member of his/her immediate family who is critically or terminally ill, additional sick leave may be granted by the appointing authority. The appointing authority may require satisfactory verification from a physician.

Eligible Classes: Classes designated AM, AS and DA.

- (d) Up to a maximum of five (5) work days sick leave for a single absence to care for an ill or injured member of the employee's immediate family, or when the employee's presence is required for a critical or terminal illness of a member of the employee's immediate family. If the employee requests paid sick leave in excess of five (5) work days in order to care or arrange care for a member of his/her immediate family who is critically or terminally ill, additional sick leave is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician. The definition for immediate family under this section is defined in Article 6, Section 4 (C).

- (e) Up to a maximum of sixty (60) hours of paid sick leave in a twelve (12) month period for the purpose of caring for a member of his/her immediate family who is ill or injured. In addition, if the employee requests sick leave in excess of sixty (60) hours in order to care, or arrange care, for a member of his/her immediate family who is

critically or terminally ill, additional sick leave is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.

Eligible Classes: Classes designated DI, DM, DS, PD, PM and SM.

- (f) Adoption of Child. Incumbents in classes with the following representation status designators shall be entitled to use up to eighty (80) hours of their accrued sick leave to make arrangements for the adoption of, and to care for, the adopted child.

Representation Status Designator CE, CEM, SO, MA, UM, EM, NA, NE, NM, NR, SD0, SD1, and SD2.

**Section 21.** Section 4.3.11 of the Compensation Ordinance is hereby amended as follows:

SECTION 4.3.11: VOLUNTARY TIME OFF.

- (a) Definition. Notwithstanding any other provision of this article, the appointing authority may for good cause grant an eligible permanent or probationary employee a voluntary leave of absence without pay with right to return to the same position. The employee's request for voluntary time off pursuant to this section shall be for the personal reasons of the employee to handle his or her personal affairs.
- (b) Conditions. Voluntary time off (VTO) is subject to the following conditions:
- (1) Shall be taken in increments of one full-hour for all eligible employees.
  - (2) Credits toward sick leave, vacation, retirement, and holiday eligibility shall accrue as though the employee were on paid status. The County shall pay for each employee the required retirement contribution consisting of the County's required contribution and the employee's required contribution. The County's payment of the employee's required contribution shall include the County's retirement contribution offset calculated pursuant to the provisions of Article 5.6.
  - (3) Time shall apply toward time in service for step advancement, completion of probation, and toward seniority for purposes of layoff.
  - (4) Shall be granted without requiring employees to first use accumulated vacation and compensatory time off.
  - (5) Shall be available only to employees who are on paid status the entire workday immediately before as well as immediately after time taken off.
  - (6) Shall not be available to employees on other leave without pay, nor shall it be used in combination with paid leave which must be exhausted prior to commencing other leave without pay.
  - (7) Voluntary time off authorized per biweekly pay period shall not exceed one-half of the employee's total number of authorized hours for the biweekly pay period and, VTO shall not be used in more than two consecutive pay periods at a time.
- (c) Eligibility. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, DS, EM, FS, HS, MA, MM, NA, NE, NM, NR, NS, PD, PM, PO, PR, PS, RN, SD0, SD1, SD2, SD5, SM, SS, SW and UM are eligible for participation in this

program of voluntary time off.

- (d) Duration of Section. This section shall only be operative through June 30, 2008 and, at that time, is repealed unless otherwise extended by ordinance action of the Board of Supervisors.

**Section 22.** Section 5.9.2 of the Compensation Ordinance is hereby amended as follows:

SECTION 5.9.2: FLOATING HOLIDAY TIME.

- (a) Columbus Day. Employees in eligible classes who are employed, and not on authorized or unauthorized leave without pay, on the national observance of Columbus Day, shall be entitled to one-tenth (1/10) the number of regularly scheduled hours in the employee's normal biweekly pay period, not to exceed eight (8) hours of holiday time. This time is to be taken when mutually agreeable with the appointing authority, but must be used before the first day of the first biweekly pay period in the succeeding fiscal year. The national observance of Columbus Day shall not be considered a holiday for payroll purposes.

Eligible Classes: Employees in classes designated DI or DM shall take this time in one increment on a day agreeable to both the employee and the appointing authority.

- (b) Lincoln's Birthday. Employees in eligible classes who are employed, and not on authorized or unauthorized leave without pay, on the national observance of Lincoln's Birthday, shall be entitled to one-tenth (1/10) the number of regularly scheduled hours in the employee's normal biweekly pay period, not to exceed eight (8) hours of holiday time. This time is to be taken in one increment on a day agreeable to both the employee and the appointing authority. The national observance of Lincoln's Birthday shall not be considered a holiday for payroll purposes.

Eligible Classes: Classes designated DI and DM.

- (c) In lieu of Admissions Day and employee's Birthday Holiday, or Columbus Day, all employees listed in the classes below have paid service in payroll 02 shall be entitled to one-fifth (1/5) the employee's regularly biweekly scheduled hours, not to exceed sixteen (16) hours of floating holiday time. This time may be taken beginning in payroll 03 at a time agreeable to both employee and the appointing authority.

An employee may accumulate a maximum balance of twenty-four (24) hours of floating holiday time. Any balance that exceeds twenty-four (24) hours will automatically be reduced to the twenty-four (24) hour maximum accrual limit.

These holidays are not subject to terminal leave.

Eligible Classes: Classes designated AE, AS, AM, CC, CE, CEM, CL, CM, CR, CS, DA, EM, FS, HS, MA, MM, NA, NE, NM, NR, NS, PD, PM, PO, PR, PS, RN, SD0, SD2, SO, SS, SW and UM.

- (d) In lieu of Admissions Day and the Employee's Birthday Holiday, all employees who have paid service in payroll 01 shall be entitled to seventeen (17) hours of floating holiday time. This time may be taken beginning in payroll 02 at a time agreeable to both employees and the appointing authority. An employee may accumulate a maximum balance of 25.5 hours of floating holiday time. Any balance that exceeds 25.5 hours will automatically be reduced to the 25.5 hour maximum accrual limit.

These holidays are not subject to terminal leave pay.

Eligible Classes: Classes designated DS and SM.



**Section 23.** Effective Date. Sections 3, 4, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, and 22 of this ordinance affect compensation and shall take effect upon adoption. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

**Section 24.** Operative Date. Operative dates by specified section are listed in the table below.

<b>Section Number</b>	<b>Operative Date</b>
Section 1	7/20/2007
Section 2	7/20/2007
Section 3	6/22/2007
Section 4	6/22/2007
Section 5	7/20/2007
Section 6	7/20/2007
Section 7	7/20/2007
Section 8	7/20/2007
Section 9	6/22/2007
Section 10	6/22/2007
Section 11	6/22/2007
Section 12	6/22/2007
Section 13	6/22/2007
Section 14	6/22/2007
Section 15	6/22/2007
Section 16	6/22/2007
Section 17	6/22/2007
Section 18	6/22/2007
Section 19	7/20/2007
Section 20	6/22/2007
Section 21	6/22/2007
Section 22	6/22/2007

PASSED, APPROVED, AND ADOPTED this 19<sup>th</sup> of June, 2007.