

CHAPTER 2

ARTICLE 2.1: CLASSIFIED SERVICE, SPECIAL PAY PROVISIONS

(Amended 08/02/96, Ord. No. 8707)

SECTION 2.1.1: APPLICATION. This article establishes classes and the compensation for each position in the Classified Service, as the classes, salary ranges and steps, and number of positions set forth in the Classified Service in Chapter 6 (Authorized Positions) and Appendix One.

(Amended 01/18/08, Ord. No. 9912)

SECTION 2.1.2: INCENTIVE COMPENSATION ADJUSTMENT: DEPUTY COUNTY COUNSEL.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 2.1.3: RELOCATION ALLOWANCE FOR HARD-TO-RECRUIT PROFESSIONAL CLASSES. Upon approval by the Chief Administrative Officer or designee, a relocation allowance, up to \$8,000, may be authorized for professional classes designated by the Director as Hard-to-Recruit. Relocation expenses may include, but are not limited to, personal transportation, moving expenses and temporary housing. Approval must be obtained prior to any job offer. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Auditor and Controller prior to reimbursement.

(Repealed 08/02/96, Ord. No. 8707)

(Added 08/03/07, Ord. No. 9876)

(Amended 08/01/08, Ord. No. 9946)

SECTION 2.1.4: COUNTY WORKER.

(Repealed 05/03/01, Ord. No. 9320)

SECTION 2.1.4.5: COUNTY WORKER (DETENTION FACILITIES MEDICAL STAFF).

(Repealed 06/30/90, Ord. No. 7713)

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 towards terminal payoff.

<u>Class No.</u>	<u>Class Title</u>
2650	Stock Clerk
4465	Nutritionist
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
6410	Senior Cook
6411	Cook
6415	Food Services Worker
7030	Senior Custodian
7031	Custodian
7035	Healthcare Agency Housekeeper
7036	Sr Healthcare Agency Housekeeper
7514	Shuttle Bus Driver
7540	Construction & Services Worker

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.

(Added 02/23/01, Ord. No. 9310)
 (Amended 10/03/03, Ord. No. 9602)
 (Amended 04/02/04, Ord. No. 9630)

(Amended 10/01/04, Ord. No. 9677)
(Amended 04/01/05, Ord. No. 9708)
(Amended 04/28/06, Ord. No. 9761)
(Amended 06/23/06, Ord. No. 9783)
(Amended 06/22/07, Ord. No. 9871)
(Amended 01/18/08, Ord. No. 9912)
(Amended 09/25/09, Ord. No. 10008)

SECTION 2.1.6: LUMP SUM PAYMENT.

- (a) A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Pay Period 1 of Fiscal Year 2011-2012 (July 1, 2011 to July 14, 2011).
- Eligible Classes. All classes designated: AE, AM, AS, CE, CEM, CC, CS, DA, DI, DM, EM, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SS, and UM.
- (2) Payroll Calculation. Such one-time payment of 2% annualized compensation shall:
- (a) Be subject to normal tax deductions;
- (b) Not modify the salary base or computations of premiums, bonuses, or overtime compensation;
- (c) Not continue beyond Fiscal Year 2011-2012.
- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date. This payment shall be made on August 5, 2011.
- (b) A one-time lump sum payment of \$750, which includes \$180 Employee Protective Program Settlement shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Pay Period 7 of Fiscal Year 2011-2012 (September 23, 2011 to October 6, 2011).

Eligible Classes. All classes designated: CL, CM, FS, HS and SW.

- (2) Payroll Calculation. Such one-time payment of \$750 shall:
 - (a) Be subject to normal tax deductions;
 - (b) Not modify the salary base or computations of premiums, bonuses, or overtime compensation;
 - (c) Not continue beyond Fiscal Year 2011-2012.
- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date. This payment shall be made on October 28, 2011; and
- (5) In no event shall an employee be entitled to (b) above if they received a 2% one-time lump sum payment (prorated amount according to standard hours for part time employees) on August 5, 2011.

- (c) A one-time lump sum payment of 1% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Pay Period 1 of Fiscal Year 2012-2013 (June 29, 2012 to July 12, 2012).

Eligible Classes. All classes designated: CL, CM, FS, HS and SW.

- (2) Payroll Calculation. Such one-time payment of 1% annualized compensation shall:
 - (a) Be subject to normal tax deductions;
 - (b) Not modify the salary base or computations of premiums, bonuses, or overtime compensation;
 - (c) Not continue beyond Fiscal Year 2012-2013.

- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
 - (4) Payment Date. This payment shall be made on August 3, 2012.
 - (5) In no event shall an employee be entitled to (c) above if they received a 2% one-time lump sum payment (prorated amount according to standard hours for part time employees) on August 5, 2011
- (d) A one-time lump sum payment of 1.5% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.
- (1) Eligibility: All regular employees in eligible classes listed below who have paid service during Pay Period 10 of Fiscal Year 2011-2012 (November 4, 2011 to November 17, 2011).

Eligible Classes: All classes designated: CR.

- (2) Payroll Calculation: Such one-time payment of 1.5% annualized compensation shall:
 - (a) Be subject to normal tax deductions;
 - (b) Not modify the salary base or computations of premiums, bonuses, or overtime compensation;
 - (c) Not continue beyond Fiscal Year 2011-2012.
- (3) Conditions: This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date: This payment shall be made on December 9, 2011.
- (5) In no event shall an employee be entitled to (d) above if they received a 2% one-time lump sum payment (prorated amount according to standard hours for part time employees) on August 5, 2011 or if they received a \$750 one-time payment on October 28, 2011 (prorated amount according to standard hours for part time employees).

(Repealed 06/11/93, Ord. No. 8248)
 (Added 07/17/01, Ord. No. 9356)
 (Repealed 01/18/08, Ord. No. 9912)
 (Added 02/11/11, Ord. No. 10121)
 (Amended 04/22/11, Ord. No. 10141)

(Amended 05/10/11, Ord. No. 10149)
(Amended 10/07/11, Ord. No. 10174)
(Amended 11/18/11, Ord. No. 10181)

SECTION 2.1.7: RATIFICATION BONUS.

(Repealed 06/23/06, Ord. No. 9786)

SECTION 2.1.8: RATIFICATION BONUS.

(Repealed 10/31/03, Ord. No. 9605)

SECTION 2.1.9: INCENTIVE PAYMENT.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 2.1.10: RATIFICATION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.11: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.12: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.13: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.14: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.15: RECOGNITION PREMIUM.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.16: FIRESTORM 2007 EMPLOYEE COMPENSATION

(Added 11/05/03, Ord. No. 9609)

(Repealed 04/01/05, Ord. No. 9708)

(Added 11/09/07, Ord. No. 9895)

(Repealed 01/15/10, Ord. No. 10026)

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

(Repealed 01/14/11, Ord. No. 10106)

SECTION 2.1.18: PUBLIC EMERGENCY ORDER NOT TO REPORT TO NORMAL
WORK LOCATION AND AUTHORIZATION OF COMPENSATION.

- (a) Eligibility. Notwithstanding section 1.2.6, employees serving in positions designated biweekly pursuant to section 1.2.3(a) are eligible for the compensation authorized by this section, except as provided in subsection (d) of this Section. Eligible employees under this section are employees who are ordered by their appointing authority to not report to their normal assigned work location pursuant to this section, and who come within the meaning of the following definitions:
- (1) Employees who serve in non-essential job function positions, according to the designation in the employees' department Continuity of Operations Plan (COOP), and who may or may not be directed by their appointing authority to work at home or an alternate work location during an emergency.
 - (2) Employees who serve in essential job function positions, according to the employees' department COOP, and who are directed by their appointing authority to work at home or an alternate work location during an emergency.
- (b) Authorization and Public Emergency Justification for Order Not to Report to Normal Work Location.
- (1) CAO Authorization for Order Not to Report to Normal Work Location. If the Chief Administrative Officer activates the County's COOP due to a declaration of a local public emergency as defined in the California Emergency Services Act (Government Code

Section 8558), the CAO may authorize County appointing authorities, including both elected and appointed County officials, to order eligible employees to not report to their normal assigned work locations.

(2) Public Emergency Justification. The justification for the CAO's authorization to the appointing authorities, pursuant to this section, shall be based upon the CAO's determination that the public health and safety requires minimal to no travel on the local roads and highways.

(c) Authorization for Appointing Authorities to Order Eligible Employees Not to Report to Normal Work Location and to Direct Eligible Employees Whether to Work at Home or Alternate Work Location. Appointing authorities are authorized to order eligible employees to not report to their normal assigned work location only if the CAO authorizes such order pursuant to subsection (b) above. When the CAO authorizes such an order, the appointing authority may determine which eligible employees shall be ordered to not report to their normal assigned work location, and shall direct such employees whether to perform their assigned duties, as follows:

(1) Employees in Non-Essential Function Positions. When the appointing authority orders eligible employees who serve in non-essential function positions to not report to their normal assigned work location, the appointing authority's order shall also include direction to the employees that they either:

(i) must continue to perform their regular work duties, to the extent possible, at their home (or alternate location as specified in subsection (c) (4)) during their regularly scheduled hours while the order under this subsection is in effect, or

(ii) are not required to perform their regular work duties because it is not possible to perform such duties outside their normal work locations.

(2) Employees in Essential Function Positions. When the appointing authority orders eligible employees who serve in essential function positions to not report to their normal assigned work location, the appointing authority's order shall also include direction to the employees that they must continue to perform their regular work duties, to the extent possible, at their home (or alternate location as specified in subsection (c)(4)) during their regularly scheduled hours while the order under this subsection is in effect.

- (3) Period of Time for Order Not to Report to Normal Work Location. The period of time during which an appointing authority is authorized to have in effect any order not to report to a normal assigned work location shall:
- (i) commence on or after the day the CAO activates the County's COOP, and
 - (ii) terminate on or before the day the CAO deactivates the County COOP, as determined by the appointing authority by designation of such time period for each eligible employee that is ordered not to report to his/her normal work location.
- (4) Alternate Work Location. An appointing authority may order some or all eligible employees pursuant to this section to perform work during their regularly scheduled hours at their home, an alternate work location, including other County facilities, or any other location approved by the appointing authority.
- (d) Authorization and Calculation of Compensation. Eligible employees under this section are authorized to be compensated pursuant to the following calculation:
- (1) The calculation of the payment authorized by this subsection shall be based upon the number of hours in the employee's established regularly scheduled standard work day that an eligible employee was scheduled to work on the applicable days the employee was ordered not to report to his/her normal assigned work location pursuant to subsection (c), regardless of whether the employee performed work. For any hours not actually worked during the periods indicated under subsection (c), the calculation of payment will not include any Premiums as defined in Compensation Ordinance Articles 1.6 through 1.11, inclusive.
 - (2) The calculation of payment will not include any scheduled or anticipated overtime.
 - (3) Compensation paid pursuant to this section shall not count as hours worked for purposes of calculating overtime.
- (e) Exceptions. This section shall not apply to employees who were on authorized paid leave (e.g., vacation, sick leave, compensatory time off, or any other paid leave) of absence during all or a portion of any of the days specified in subsection (c). Such employees shall be compensated pursuant to the paid leave of absence provisions applicable to their

absence from work during the days specified in subsection (c). This section also shall not apply to employees who were on authorized leave without pay during all or any portion of any of the days specified in subsection (c) since such employees would not have worked on these days regardless of the emergency conditions.

(Added 10/23/09, Ord. No. 10016)

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