Before the Board of Supervisors
County of Placer, State of California

In the matter of: An ordinance amending sections of Placer County Code Chapter 3, consistent with the memorandum of understanding for employees represented by the Placer Public Employees Organization and compensation and benefit adjustments for unrepresented employees

Ordinance No.: 6334-B

Introduced: July 22, 2025

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held on August 5, 2025, by the following vote:

AYES: LANDON, DEMATTEI, JONES, GUSTAFSON, GORE

NOES: NONE

ABSENT: NONE

Signed and approved by me after its passage.

Bonnie Gore
Chair, Board of Supervisors

Attest:
Megan Wood
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. That the following sections of Chapter 3 of the Placer County Code are created or amended as set forth in Exhibit 1, attached hereto and incorporated herein by reference:

- 3.04.140
- 3.04.190
- 3.04.245
- 3.04.280

- 3.04.290
- 3.04.420
- 3.04.540
- 3.08.510
- 3.08.785
- 3.08.1050
- 3.12.020
- 3.12.030
- 3.12.040
- 3.12.060
- 3.12.080
- 3.12.100

Section 2. This ordinance shall be effective the first full pay period following adoption unless otherwise set forth in Exhibit 1.

Section 3. That this ordinance is adopted as a codified ordinance.

EXHIBIT 1

Placer County Code Chapter 3 Amendment Related to the Memorandum of Understanding with the Placer Public Employees Organization and Various Unrepresented Groups

The Placer County Code is hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

ARTICLE 3.04
PERSONNEL REGULATIONS GENERALLY

Part 1
Generally

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§ 3.04.140. Personal property loss.

A. Personal Tool Loss. The county shall reimburse mechanics at the county garage, service station, and Tahoe garage for loss of personal tools on an approved list in cases of loss by fire or demonstrable theft (which excludes mysterious disappearance), when such tools have been marked in a manner approved by the county so as to be able to identify the owner. The employees shall make a police report when requested by the county.

B. Other Personal Property Loss.

1. This section applies to all personal property loss that is not mechanic's personal tool loss at the county garage, service station and/or Tahoe garage.

2. A county employee suffering damage or loss to personal property, other than cash, including clothing, eyeglasses and watches, and meeting the following criteria, shall be reimbursed for such loss:

    a. Lost or stolen cash shall not be reimbursed by the county.

    b. The damage or loss must not be caused in whole or in substantial part by the negligence of such employee.

    c. The damage or loss must have occurred in the course and scope of ~~his or her~~ **<u>their</u>** employment.

3. Loss amounts reimbursable to the employee shall be as follows:

    a. Amounts of $10 or less are not reimbursable.

    b. For property damaged, but repairable, other than vehicles, the amount payable shall be:

        i. For DSA represented employees, the reasonable cost of repair or inventory value of the item at the time of damage, whichever is less.

        ii. For all other employees, the reasonable cost of replacement value of the item at the time of damage.

c. For clothing, eyeglasses and watches, lost or damaged and not repairable, the amount payable shall be the replacement value of the item at the time of damage or loss, subject to verification by the department head and the county executive office.

4. No loss amount shall be reimbursable unless the employee files a written report of loss with his or her appointing authority within five working days, setting forth in detail the circumstances of the loss.

5. No loss amount shall be reimbursed until risk management has conducted an investigation and authorized payment with the approval of the appointing authority. Any disapproval may be appealed to the county executive office.

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Part 2
Workweek and Overtime

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§ 3.04.190. Work required of employees.

A. PPEO, DSA, PPOA, and DDAA Represented Employees. Except as may otherwise be provided, an employee who occupies a full-time, permanent position shall work 40 hours in each workweek.

B. ~~PPEO Represented, PPOA Represented, and Confidential Employees—Extended Work Assignments. Except for a declared emergency, an employee who has worked 16 consecutive hours must be allowed a minimum of eight hours off before being required to return to work. An employee shall suffer no loss of pay nor shall there be a deduction from the employee's leave balances if this eight-hour period overlaps with the employee's normal shift.~~ **PPEO General Unit Employees Subject to FLSA 7J Exemption. Employees subject to the FLSA 7J exemption shall be on an eight-hour day, 80-hour work period for purposes of overtime.**

C. PPEO General Unit Employees Subject to FLSA 7K Exemption. Employees subject to the FLSA 7K exemption shall work on a 28-day work period for purposes of overtime.

D. PPEO. Employees subject to the provisions of 207(k) of the Fair Labor Standards Act (FLSA) shall work a regularly recurring 14-day work period, consistent with the county's pay period schedule. Time worked in excess of 80 hours during the work period shall be compensated at time and one-half **of the regular rate of pay** or compensatory time earned at time and one-half **of the regular rate of pay**, pursuant to the PPEO MOU. Within such work period are work schedules and shift assignments, as determined by the sheriff's office and district attorney's office.

E. Deputy Sheriffs' Association. Employees subject to the provisions of 207(k) of the Fair Labor Standards Act (FLSA) shall work a regularly recurring 14-day work period, consistent with the county's pay period schedule. Time worked in excess of an employee's regularly scheduled shift or in excess of 80 hours during the work period shall be compensated at time and one-half or compensatory time earned at time and one-half. Within such work period are work schedules and shift assignments, as determined by the sheriff's office and district attorney's office.

F. Deputy Sheriffs Unit Employees Subject to FLSA 7K Exemption. Employees subject to the FLSA 7K exemption shall work on a 28-day work period for purposes of overtime when working voluntary shifts. Mandatory overtime in excess of the 40 hour workweek shall be compensated at time and one- half.

Sworn personnel assigned to the corrections division may be assigned rotating workweeks of 36 hours and 44 hours. This would be accomplished by working three 12-hour days with four days off, followed by three 12-hour days and one eight-hour day with three days off, which would result in 160 hours of scheduled work in a 28-day cycle.

Officers assigned to this shift shall not be entitled to overtime for the hours worked in excess of 40 per week which are used to complete the work cycle.

For purposes of implementing the "3-12" shift, personnel shall only be assigned to the permanent 12-hour shift at the start of a pay period and transferred off the "3-12" at the close of a pay period.

G. Each employee shall be entitled to take one 15-minute rest period for each four hours of work performed by such employee in a work day (i.e., two 15-minute breaks for work days that consist of eight-, nine- or 10-hour shifts, and three 15-minute breaks for employees on 12-hour shifts). If not taken, such rest period is waived by such employee.

H. PPEO Represented, **PPOA Represented,** and Confidential Employees—Extended Work Assignments. Except for a declared emergency, an employee who has worked 16 consecutive hours must be allowed a minimum of eight hours off before being required to return to work. An employee shall suffer no loss of pay nor shall there be a deduction from the employee's leave balances if this eight-hour period overlaps with the employee's normal shift.

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§ 3.04.245. Donning, Doffing, and Briefing Pay.

A. **PPEO Represented Employees.**

1. **Effective August 9, 2025, Correctional Officers and Correctional Sergeants assigned to work in the Placer County Jails shall receive 0.3 hours (18 minutes) paid at one and one-half times the employee's regular rate of pay for required donning, doffing, and briefing at the county facility. This provision shall apply to all regular shifts worked in the jail, including "short day" shifts.**

2. **Shift briefings include updates on operational priorities, safety concerns, and other critical information necessary for staff to perform their duties. Shift briefing time also includes walking to the assigned post and receiving the pass down of information from the off-going employee being relieved. Shift briefing schedules and times are determined by and at the discretion of the Sheriff. Employees are expected to report for briefing at the designated time unless excused, reassigned, or already working (e.g. short day, held over/in early).**

   Pay under this section does not apply to shifts designated for Standards and Training for Corrections (STC) training days, or to administrative or modified duty assignments where neither safety gear nor briefings are required.

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§ 3.04.280. Overtime—Call-back duty.

A. PPEO Represented, PPOA Represented, and Confidential Employees.

1. When an employee is called back to work after they have completed an assigned shift, the employee shall receive a minimum of two hours of call-back pay at one and one-half times the employee's hourly rate. Time worked for which the employee is entitled compensation shall include reasonable travel to the worksite.

2. Call-back pay shall not apply to situations where the employee has been retained on duty by the employee's supervisor beyond the end of the employee's shift.

3. Call-back pay at the minimum rate of one hour at one and one-half times the employee's hourly rate shall apply to those situations where an employee performs authorized work on behalf of the county without being required to physically return to work.

4. Multiple calls to the employee within a 60 minute period beginning with the first call, in the same hour, shall be paid as a single call-back pay period.

B. ~~Deputy Sheriffs Unit~~**DSA and PPEO Represented Employees.** Court Appearances.

1. When an employee is required to appear in court in connection with their job duties on their regular day off, such employee shall be entitled to overtime. The minimum overtime to which such employee is entitled shall be four hours at time and one-half.

2. When an employee is scheduled for a court appearance on their day off and the court appearance is cancelled after six p.m. the day prior to the scheduled appearance, they shall receive two hours' pay at their overtime rate.

§ 3.04.290. Overtime—Stand-by duty.

A. Stand-by duty requires the employee so assigned:

1. To be ready to respond to calls for service;

2. To be reachable by telephone or radio; and

3. To refrain from activities which might impair their ability to perform their assigned duties.

B. Stand-by duty may only be assigned by a department head, or designated representative.

C. **For confidential employees, stand-by duty shall be compensated at a flat rate of $33 for weekdays and $38 for weekends and holidays, for eight hours (one normal shift) of stand-by duty, or any portion thereof, and shall be paid in the pay period it is earned.**

Weekdays are defined as Monday 12:01 a.m. through Friday midnight. Holidays are defined as the County declared holiday from 12:01 a.m. to midnight.

~~C. For employees represented by the Placer County Deputy Sheriff's Association, stand-by duty shall be compensated at a flat rate of $27 for weekdays and $30 for weekends and holidays, for eight hours (one normal shift) of standby duty, or any portion thereof, and shall be paid in the pay period it is earned. Weekdays are defined as Monday 12:00 a.m. through Friday midnight. Holidays are defined as the county declared holiday from 12:01~~

~~a.m. to midnight.~~

D. For employees represented by **Placer County Deputy Sheriff's Association (DSA),** Placer Public Employees Organization (PPEO), Placer County Deputy District Attorneys' Association (DDAA), and Placer County Probation Peace Officers Association (PPOA), stand-by duty shall be compensated as set forth in the Memorandum of Understanding between the county and the respective bargaining units.

E. Stand-by duty and stand-by compensation shall not be deemed overtime compensation for purposes of Section 3.04.230.

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Part 3
Sick Leave

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§ 3.04.420. Termination of employment.

A. Employees leaving the county service in good standing with more than one year of continuous service may, upon request, be paid the monetary value of the earned sick leave, subject to the following provisions.

B. "Good standing," as used in this section, means employees who gave the required minimum two weeks notice and who have not been discharged for cause under Part 12 of Article 3.08. It shall also mean employees who have been laid off.

C. PPEO General and Professional Units, DSA, DDAA, PPOA, Management, Confidential and Unclassified (Nonmanagement) Employees. No pay shall be given for the first 24 days of sick leave in the employee's account; the remaining time shall be paid for at a rate of 50% of the hourly pay rate of such employee at the time of ~~his or her~~ **their** termination. No employee shall receive more than $2,000 for such unused sick leave. Part-time employees shall receive pay for the days of sick leave that is represented by the proportion of their scheduled hours to a 40 hour position. For example, a half-time employee would receive no pay for the first 12 days of sick leave in the employee's account.

D. PPEO General and Professional Units, DDAA, PPOA, Classified Management and Confidential Employees. Upon return from lay-off, an employee shall have the right to "buy back" the total hours of accrued sick leave by reimbursing the county in full for the proceeds received by ~~him or her~~ **the employee** at the time of layoff. In addition, all hours lost under any subsection of this section shall be restored at the time of reemployment. In any event, an employee laid off with 24 days or less of accumulated sick leave shall be credited with those hours upon reemployment within two years.

E. The benefits granted hereunder shall not become a vested right of any employee, but rather are subject to amendment in the same manner as all other provisions relating to compensation.

F. The provisions of this section shall apply to all accrued sick leave whether earned before or after February 8, 1969.

G. Employees receiving compensation under this section shall not be eligible for reinstatement within 30 days after effective date of termination.

H. Notwithstanding any other provisions of this section, if an employee dies prior to discharge for cause and prior to layoff, 100% of the employee's accrued sick leave shall be payable to that person(s) who was dependent upon the deceased employee at the time of the illness or injury resulting in the employee's death.

I. PPEO General and Professional Units, DDAA, Unclassified (Nonmanagement) Employees.

1. Effective July 2, 2011 any employee in the PPEO General and Professional Units, DDAA, or Unclassified (Nonmanagement) group retiring from county service and eligible to receive California Employees' Retirement System (CalPERS) miscellaneous plan benefits at the time of such retirement shall receive the following:

   a. One month of paid CalPERS group health insurance premium reimbursement for each day (eight hours) of the employee's unused accrued sick leave up to a maximum of 1,500 hours. If the retiree's base hourly rate times eight exceeds the retiree's share of the cost of one month of retiree's health insurance premium, then the actual dollar value of the retiree's hourly rate will be applied to the premium reimbursement. This benefit does not apply to any other county sponsored plans, such as, but not limited to, the life, vision, or dental programs. The base hourly rate is defined as the hourly rate from the salary schedule plus longevity if applicable; and

   b. Unused accrued sick leave in excess of 1,500 hours will be applied to CalPERS service credit only pursuant to Government Code Section 20965.

2. Effective plan year January 2023, all employees (including current retirees) in the PPEO General and Professional Units, DDAA, or Unclassified (Nonmanagement) group retiring from county service and eligible to receive California Employees' Retirement System (CalPERS) Miscellaneous Plan benefits at the time of such retirement shall receive the following:

   a. Reimbursement for monthly group health insurance premiums utilizing the dollar value of the employee's sick leave balance, up to a maximum of 1,500 hours, at the time of retirement. The value of the employee's sick leave is the hourly rate on the salary schedule at time of retirement, plus longevity if applicable, multiplied by their remaining sick leave balance. The monthly premium reimbursement will be deducted from the employee's retiree sick leave account until depleted. This benefit does not apply to any other county sponsored plans, such as, but not limited to, the life, vision, or dental programs.

   b. Unused accrued sick leave in excess of 1,500 hours will be applied to CalPERS service credit only pursuant to Government Code Section 20965.

J. Management (classified and unclassified) and confidential employees, excluding **elected officials, LEMA Represented, and** safety management employees, retiring from county service and receiving CalPERS miscellaneous plan benefits at the time of retirement, will receive an amount placed in the retirement health savings plan trust for the employee equal to the value of the employee's unused sick leave accrual at retirement for the purposes of reimbursement of premiums and expenses incurred for health care expenditures as allowable under the Internal Revenue Code Section 213. The value of the sick leave accrual will be determined by the number of unused sick leave hours available paid at the employee's base hourly rate on the salary schedule at the time of retirement, plus confidential pay and/or longevity pay if applicable.

1. Employees who retired on or after July 2, 2011, prior to the effective date of the

retirement health savings plan trust, and who are eligible to receive reimbursement under the retirees paid health program will have the remaining account balance transferred to the retiree health savings plan trust.

2. Employees who retired on or before July 1, 2011, will receive reimbursement for the CalPERS retiree group health insurance premium based upon the value of the unused sick leave hours available paid at the employee's base hourly rate on the salary schedule at the time of retirement, plus confidential pay and/or longevity pay if applicable. This benefit does not apply to any other county sponsored plans such as, but not limited to, the life, vision, or dental programs.

K. Effective July 2, 2011, for elected officials, excluding elected safety, retiring from county service and eligible to receive California Employees' Retirement System (CalPERS) **miscellaneous plan** benefits at the time of retirement shall receive:

1. One month of paid CalPERS group health insurance for each two months of elected service. This benefit does not apply to any other county sponsored plans, such as, but not limited to, the life, vision, or dental programs; and if applicable

2. Any employee elected or appointed to an elective office, who has a current sick leave balance in excess of 192 hours at the date they assume elective office, shall not lose their accrued sick leave hours. At the date the employee assumes elective office such hours shall be placed in inactive status, without further accrual, until such time as the employee leaves elective office and is eligible to receive retirement benefits ~~under subsection I or J of this section~~ **provided below** based upon the last classification held prior to assuming elective office.

   a. Previously designated Management employees retiring from county service and receiving CalPERS miscellaneous plan benefits at the time of retirement, will receive an amount placed in the retirement health savings plan trust for the employee equal to the value of the employee's unused sick leave on account for the purposes of reimbursement of premiums and expenses incurred for health care expenditures as allowable under the Internal Revenue Code Section 213. The value of the sick leave will be determined by the number of unused sick leave hours in the employee's account paid at the current rate of the last classification held prior to assuming elective office. If said classification no longer exists, then compensation will be paid at the last established salary rate for that classification.

   b. If the prior classification was not designated Management, reimbursement for monthly group health insurance premiums will be utilized for the dollar value of the employee's sick leave balance on account, up to a maximum of 1,500 hours. The value of the employee's sick leave is the current rate of the last classification held prior to assuming elective office, multiplied by their remaining sick leave balance. If said classification no longer exists, then compensation will be paid at the last established salary rate for that classification.

      i. The monthly premium reimbursement will be deducted from the employee's retiree sick leave account until depleted. This benefit does not apply to any other county sponsored plans, such as, but not limited to, the life, vision, or dental programs.

ii. Unused accrued sick leave in the account in excess of 1,500 hours will be applied to CalPERS service credit only pursuant to Government Code Section 20965.

3. If the employee leaves elective office prior to becoming eligible to receive retirement benefits under ~~subsections I or J of~~ this section, the eligible sick leave shall be paid in accordance with subsection C of this section, and the sick leave hours shall be compensated at the current rate of the last classification held prior to assuming elective office. If said classification no longer exists, then compensation will be paid at the last established salary rate for that classification.

L. Deputy Sheriffs' Association Employees. Any employee represented by the DSA retiring from county service and eligible to receive California Public Employees' Retirement System (CalPERS) benefits at the time of such retirement may select one or more of the following options; however, the selection must be made prior to retiring from county service and once the selection is made it is irrevocable:

1. If requested by the retiree, all or part of the employee's accumulated sick leave balance on record at the end of pay period 3, July 23, 2004 at five p.m., may be used to apply toward an early retirement on a day-for-day basis (e.g., an employee retiring at 65 on December 31st, and having 10 days of accumulated sick leave may leave 10 working days before December 31st, and draw full compensation until December 31st), however, sick leave used to apply toward an early retirement, under this subsection, shall not be subject to any additional vacation or sick leave accruals. No sick leave earned beyond pay period 3, July 23, 2004 at five p.m., may be used to apply toward the early retirement benefit. However, if an employee's balance falls below the accumulated sick leave balance on record at the end of pay period 3, July 23, 2004 at five p.m., any additional hours earned after that date, up to the previous balance, may be used for the early retirement benefit.

2. All sick leave accrued prior to July 23, 2004 at 5:01 p.m. may be cashed out at the employee's option, in accordance with the following sick leave cash out provisions, and all sick leave earned beyond the balance on record of the first day of pay period 4, beginning July 23, 2004 at 5:01 p.m., will be cashed out as follows:

   a. Only upon completion of 10 years of full time and continuous employment with Placer County (20,800 paid hours exclusive of overtime), employees are eligible for a 50% cash out,

   b. After the initial 10 year period, employees are eligible for an additional five percent cash out for each additional year of full time and continuous employment (2,080 paid hours exclusive of overtime) with Placer County up to a maximum of 100% of the accrued balance at completion of 41,600 paid hours exclusive of overtime (20 years).

3. The employee may choose to have the cash value of their eligible sick leave hours (in accordance with the percentage provisions identified in this section) deposited into their 401(k) and/or 457(b) deferred compensation account(s); if the employees' sick leave hours balance value, plus any prior contributions, is greater than the IRS annual deferred compensation limitations, the excess over the limitations will be cashed out in accordance with this section and subject to the annual IRS limitations.

   a. One hundred percent of the accumulated sick leave balance that was on record at the end of pay period 3, July 23, 2004.

M. Safety Management Employees and Elected Safety Management. Any safety management employee**, excluding LEMA represented employees,** retiring from county service and eligible to receive State Employee Retirement System benefits at the time of such retirement, may select from one or more of the following options; however, the selection must be made prior to retiring from county service and once the selection is made it is irrevocable:

1. If requested by the employee, all of the employee's accumulated sick leave balance on record may be used to apply towards an early retirement on a day-for-day basis (e.g., an employee retiring at 65 on December 31st, and having 10 days of accumulated sick leave may leave 10 working days before December 31st, and draw full compensation until December 31st); however, sick leave used to apply toward an early retirement, under this subsection, shall not be subject to any additional vacation or sick leave accruals. No sick leave earned beyond pay period 3, July 23, 2004 at five p.m., may be used to apply toward the early retirement benefit. However, if an employee's balance falls below the accumulated sick leave balance on record at the end of pay period 3, July 23, 2004 at five p.m., any additional hours earned after that date, up to the previous balance, may be used for the early retirement benefit; or

2. All sick leave accrued prior to July 23, 2004 at 5:01 p.m. may be cashed out at the employee's option, in accordance with the following sick leave cash out ~~schedule~~**provision**, and all sick leave earned beyond the balance on record of the first day of pay period 4, beginning July 23, 2004 at 5:01 p.m., will be cashed out as follows:

   a. **Only upon completion of** ~~Ten~~**10** years of full**-**time and continuous employment **(20,800) paid hours exclusive of overtime)** with Placer County**, employees are eligible for** ~~equals~~ a 50~~%~~ **percent** cash out~~,~~**:**

   b. **After the initial 10 year period, employees are eligible for an additional five percent cash out for e**~~E~~ach additional year of full**-**time and continuous employment **(2,080 paid hours exclusive of overtime)** with Placer County ~~equals an additional five percent cash out~~ up to a maximum of 100~~%~~ **percent** of the accrued balance **at completion of 41,600 paid hours exclusive of overtime** (20) years)~~; or~~**.**

3. The cash value of all eligible sick leave **hours** may be deposited into their deferred compensation account(s) (401(k) and 457) subject to the annual IRS limitations. The sick leave value will be ~~based on the same cash out~~ ~~schedule~~ **in accordance with the percentage provisions identified in** ~~as listed~~ in ~~subsection (2)~~ **this section**~~above~~. If the employee chooses the option of having the cash value of their sick leave hours deposited into their deferred compensation account**(s)**, and **if** their sick leave value, plus any prior contributions, is greater than the IRS annual deferred compensation limitations, the excess over the limitations will be cashed out in accordance with ~~subsection (2) above~~**this section**.

N. LEMA Represented Employees. Any LEMA employee retiring from county service and eligible to receive State Employee Retirement System benefits at the time of such retirement, may select from one or more of the following options; however, the selection must be made prior to retiring from county service and once the selection is made it is irrevocable:

1. If requested by the employee, all of the employee's accumulated sick leave balance on record may be used to apply towards an early retirement on a day-for-day basis (e.g., an employee retiring at 65 on December 31st, and having 10 days of accumulated sick leave may leave 10 working days before December

31st, and draw full compensation until December 31st); however, sick leave used to apply toward an early retirement, under this subsection, shall not be subject to any additional vacation or sick leave accruals. No sick leave earned beyond pay period 3, July 23, 2004 at five p.m., may be used to apply toward the early retirement benefit. However, if an employee's balance falls below the accumulated sick leave balance on record at the end of pay period 3, July 23, 2004 at five p.m., any additional hours earned after that date, up to the previous balance, may be used for the early retirement benefit; or

2. All sick leave accrued prior to July 23, 2004 at 5:01 p.m. may be cashed out at the employee's option, in accordance with the following sick leave cash out schedule, and all sick leave earned beyond the balance on record of the first day of pay period 4, beginning July 23, 2004 at 5:01 p.m., will be cashed out as follows:

a. Ten years of full time and continuous employment with Placer County equals a 50 % cash out,

b. Each additional year of full time and continuous employment with Placer County equals an additional five percent cash out up to a maximum of 100% of the accrued balance (20 years); or

3. The cash value of all eligible sick leave may be deposited into their deferred compensation account(s) (401(k) and 457) subject to the annual IRS limitations. The sick leave value will be based on the same cash out schedule as listed in subsection (2) above. If the employee chooses the option of having the cash value of their sick leave hours deposited into their deferred compensation account, and their sick leave value, plus any prior contributions, is greater than the IRS annual deferred compensation limitations, the excess over the limitations will be cashed out in accordance with subsection (2) above.

~~N.~~**O.** PPEO Correctional Officers and Correctional Sergeants. Any PPEO correctional officer or correctional sergeant retiring from county service and eligible to receive CalPERS Employee Retirement System benefits at the time of such retirement may select one or more of the following options; however, the selection must be made prior to retiring from county service and once the selection is made it is irrevocable:

1. If requested by the employee all or part of the employee's accumulated sick leave balance on record at the end of pay period 12, November 24, 2006 at five p.m., may be used to apply toward an early retirement on a day-for-day basis (e.g., an employee retiring at 65 on December 31st, and having 10 days of accumulated sick leave may leave 10 working days before December 31st, and draw full compensation until December 31st); however, sick leave used to apply toward an early retirement, under this subsection, shall not be subject to any additional vacation or sick leave accruals. No sick leave earned beyond pay period 12, November 24, 2006, at five p.m., may be used to apply toward the early retirement benefit. Effective pay period 13, November 20, 2010, if an employee's balance falls below the accumulated sick leave balance on record as of pay period 12, November 24, 2006, at five p.m., any additional hours earned after that date, up to the maximum sick leave accrual limit of ~~600~~ **750** hours or the previous balance, whichever is less, may be used for the early retirement benefit.

2. If requested, correctional officers or correctional sergeants may either cash out their accumulated sick leave or have the cash value of sick leave deposited into their deferred compensation account(s) subject to the annual IRS limitations. The sick leave

cash out ~~schedule~~ **provision is**~~will be~~ as follows:

a. **Only upon completion of** ~~Ten~~**10** years of full**-**time and continuous employment **(20,800 paid hours exclusive of overtime)** with Placer County, **employees are eligible for** ~~equals~~ a 50~~%~~ **percent** cash out;

b. **After the initial 10 year period, employees are eligible for an additional five percent cash out for each**~~Each~~ additional year of full time and continuous employment **(2,080 paid hours exclusive of overtime)** with Placer County ~~equals an additional five percent cash out~~ up to a maximum of 100~~%~~ **percent** of the accrued balance **at completion of 41,600 paid hours exclusive of overtime** (20 years). If the employee chooses the option of having the cash value of their sick leave hours **(in accordance with the percentage provisions identified in this section)** deposited into their **401(k) and/or 457(b)** deferred compensation account**(s)**, and **if** the employee's sick leave hours balance value, **plus any prior contributions,** is greater than the IRS annual deferred compensation limitations, the excess over the limitations will be cashed out **in accordance with this section**.

~~O~~**P**. PPOA Represented Employees. Any employee represented by PPOA retiring from county service and eligible to receive California Public Employees' Retirement System (CalPERS) benefits at the time of such retirement may select one or more of the following options; however, the selection must be made prior to retiring from county service and once the selection is made it is irrevocable:

1. If requested by an eligible employee, all or part of the employee's accumulated sick leave balance on record at the end of pay period 3, July 23, 2004, at five p.m., may be used to apply toward an early retirement on a day-for-day basis. No sick leave earned beyond pay period 3, July 23, 2004, at five p.m. may be used to apply toward the early retirement benefit. Under this subsection, sick leave used to apply toward an early retirement shall not be subject to any additional vacation or sick leave accruals. Effective pay period 13, November 20, 2010, if an employee's balance falls below the accumulated sick leave balance on record at the end of pay period 3, July 23, 2004, at five p.m., any additional hours earned after that date, up to the maximum sick leave accrual limit of 750 hours or the previous balance, whichever is less, may be used for the early retirement benefit.

a. All sick leave accrued prior to July 23, 2004, at 5:01 p.m. may be cashed out at the employee's option, in accordance with the following sick leave cash out provisions, and all sick leave earned beyond the balance on record of the first day of pay period 4, beginning July 23, 2004, at 5:01 p.m., will be cashed out as follows:

b. Only upon completion of 10 years of full-time and continuous employment (20,800 paid hours exclusive of overtime) with Placer County, employees are eligible for a 50% cash out;

c. After the initial 10 year period, employees are eligible for an additional five percent cash out for each additional year of full-time and continuous employment (2,080 paid hours exclusive of overtime) with Placer County up to a maximum of 100% of the accrued balance at completion of 41,600 paid hours exclusive of overtime (20 years).

d. The employee may choose to have the cash value of their sick leave hours (in accordance with the percentage provisions identified in this section) deposited into their 401(k) and/or 457(b) deferred compensation account(s); if the employee's sick leave hours balance value, plus any prior contributions, is greater than the IRS annual deferred compensation limitations, the excess over the limitations will be cashed out in accordance with this section.

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Part 5
Leaves of Absence

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§ 3.04.540. Family Medical Leave Act, California Family Rights Act and related leaves.

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C. Duration of Leave and How Taken.

1. Eligible employees are entitled to a total of 12 workweeks, or to care for a covered service member 26 weeks of leave, during any 12-month period. Where the FMLA qualifies for both a military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first. For eligible employees who work part time, the number of working days that constitute the 12 weeks is calculated on a prorated, or proportional basis.

2. For baby bonding leave taken for reason of the birth, adoption or foster placement of a child, the leave shall be concluded within one year of the birth or placement of the child with the employee. An employee may request a baby bonding leave of at least one day but less than two weeks duration on any two occasions during this period.

   When both parents are employed by the county and are entitled to leave under this section, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12 month period if the leave is taken for the birth or placement for adoption or foster care of the employees' child.

3. Leave to care for a child, parent or spouse with a serious health condition may be taken intermittently, when medically necessary, including, but not limited to, reduced workweek or workday.

4. When the employee's serious health condition warrants medical leave, because the employee is unable to perform the functions of his or her position, leave may be taken up to 12 workweeks in any 12 month period.

   a. A serious health condition medical leave may be taken intermittently, when medically necessary, including but not limited to reduced workweek or workday.

   b. Additional leave may be granted according to the provisions of Section 3.04.530(A), Extended leaves.

5. The appointing authority shall require the employee to utilize all leave balances during this period.

6. PPEO~~,~~ **and** PPOA~~, and DDAA~~ Represented Employees. SDI payments shall be integrated with accrued county sick leave until exhausted**.**~~,~~ **Once sick leave is exhausted,** then other paid leave time shall be used for SDI integration**, with the**

exception of leave covered by Pregnancy Disability Leave.

7. DDAA Represented Employees. SDI/PFL payments shall be integrated with accrued county sick leave until exhausted, and then other paid leave time shall be used for SD/PFL integration.

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Part 6
Classification

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§ 3.08.510. Work-out-of-class/temporary upgrade pay.

A. Classified Management and Confidential Employees. Work-out-of-class pay is distinguished from temporary upgrade pay in that the latter is for assignments in which the employee is performing the full scope of an upgraded classification, whereas work-out-of-class pay is in recognition of duties performed in addition to their regularly assigned duties. Work-out-of-class pay is not in recognition of workload volume but to the additional higher-level duties assigned that fall outside the employee's classification.

1. Work-Out-of-Class Pay.

a. In line with the principle that an employee assigned higher level job duties outside the scope of the current classification should receive additional compensation in recognition of these additional duties, an employee may be eligible for work-out-of-class pay as set forth below.

b. Work-out-of-class requests shall be approved by the appointing authority and submitted to the human resources department for verification of eligibility and/or approval.

c. A work-out-of-class assignment for training purposes may be excluded from work-out-of- class compensation provided such training purposes can be adequately demonstrated.

d. No work-out-of-class compensation will be considered or paid for assignments of two workdays or less.

e. Additional compensation for working out-of-class shall be five percent of the employee's base hourly rate, plus longevity if applicable, and start at the beginning of the pay period, unless approved by the human resources director or designee.

f. Work-out-of-class pay may be approved by the appointing authority for up to 14 calendar days; from 15 calendar days up to and including 180 calendar days requires approval of the human resources director. Any extension beyond 180 calendar days shall require the concurrence of the county executive officer.

g. The human resources department shall hear any contention that an employee is working out-of-class. In the event of an adverse decision by the human resources department, the employee concerned and/or their

employee representative shall have the right to appeal such decision to the civil service commission.

2. Temporary Upgrade Pay.

a. **Employees that are required by their appointing authority to work in an upgraded classification for a limited duration shall be eligible for temporary upgrade pay.**

b. **The human resources department must certify prior to the assignment that the duties the individual employee will be working for a limited duration will be the full scope of the duties of the upgraded classification and that the employee meets the minimum qualifications of the upgraded classification.**

c. **Employees will be eligible for temporary upgrade pay when work conditions warrant.**

d. **A request for a temporary upgrade assignment shall be made by the appointing authority to the human resources department:**

   i. **When the position is vacant due to an absence of the incumbent; or**

   ii. **When workloads necessitate the assignment of employees to supplement a specific position or perform new assignments.**

e. **A temporary upgrade assignment for training purposes may be excluded from temporary upgrade pay, provided such training purposes can be adequately demonstrated.**

f. **Temporary upgrade pay up to and including 180 calendar days requires approval by the director of human resources or designee, and durations in excess of 180 calendar days shall require the concurrence of the county executive officer.**

g. **No temporary upgrade pay will be considered or paid for assignments of 14 calendar days or less.**

h. **Temporary upgrade pay shall be no less than a minimum of five percent. The pay shall fall on the closest step in the upgraded classification that results in at least a five percent increase and shall start at the beginning of a pay period, unless approved by the human resources director or designee.**

i. **The human resources department shall hear any contention that an employee is working in a temporary upgraded assignment. In the event of an adverse decision by the human resources department, the employee concerned and/or their employee representative shall have the right to appeal such decision to the civil service commission.**

~~A~~**B**. DSA**, PPOA, PPEO, PCLEMA, and DDAA** Represented Employees. Work-out-of-class pay and temporary upgrade pay shall be administered pursuant to the terms of the Memorandum of Understanding between Placer County and the ~~DSA~~**applicable labor unit**.

~~B. PPOA Represented Employees. Work-out-of-class pay and temporary upgrade pay shall be administered pursuant to the terms of the Memorandum of Understanding between Placer County and the PPOA.~~

~~C. PPEO General and Professional Units. Work-out-of-class pay and temporary upgrade pay~~

~~shall be administered pursuant to the terms of the Memorandum of Understanding between Placer County and the PPEO.~~

~~**1.** Work-Out-of-Class Pay.~~

~~a. In line with the principle that an employee assigned higher level job duties outside the scope of the current classification should receive additional compensation in recognition of these additional duties, an employee may be eligible for work-out-of-class pay as set forth below.~~

~~b. Work-out-of-class requests shall be approved by the appointing authority and submitted to the human resources department for verification of eligibility and/or approval.~~

~~c. A work-out-of-class assignment for training purposes may be excluded from work-out-of- class compensation provided such training purposes can be adequately demonstrated.~~

~~d. No work-out-of-class compensation will be considered or paid for assignments of two workdays or less.~~

~~e. Additional compensation for working out-of-class shall be five percent of the employee's base hourly rate, plus longevity if applicable, and start at the beginning of the pay period, unless approved by the human resources director or designee.~~

~~f. Work-out-of-class pay may be approved by the appointing authority for up to 14 calendar days; from 15 calendar days up to and including 180 calendar days requires approval of the human resources director. Any extension beyond 180 calendar days shall require the concurrence of the county executive officer.~~

~~g. The human resources department shall hear any contention that an employee is working out-of-class. In the event of an adverse decision by the human resources department, the employee concerned and/or their employee representative shall have the right to appeal such decision to the civil service commission.~~

~~**2.** Temporary Upgrade Pay.~~

~~a. Employees that are required by their appointing authority to work in an upgraded classification for a limited duration shall be eligible for temporary upgrade pay.~~

~~b. The human resources department must certify prior to the assignment that the duties the individual employee will be working for a limited duration will be the full scope of the duties of the upgraded classification and that the employee meets the minimum qualifications of the upgraded classification.~~

~~c. Employees will be eligible for temporary upgrade pay when work conditions warrant.~~

~~d. A request for a temporary upgrade assignment shall be made by the appointing authority to the human resources department:~~

~~i. When the position is vacant due to an absence of the incumbent; or~~

~~ii. When workloads necessitate the assignment of employees to supplement a specific position or perform new assignments.~~

~~e. A temporary upgrade assignment for training purposes may be excluded from temporary upgrade pay, provided such training purposes can be adequately demonstrated.~~

f. ~~Temporary upgrade pay up to and including 180 calendar days requires approval by the director of human resources or designee, and durations in excess of 180 calendar days shall require the concurrence of the county executive officer.~~

g. ~~No temporary upgrade pay will be considered or paid for assignments of 14 calendar days or less.~~

h. ~~Temporary upgrade pay shall be no less than a minimum of five percent or exceed a maximum of 15%. The pay shall fall on the closest step in the upgraded classification that results in at least a five percent increase and shall start at the beginning of a pay period, unless approved by the human resources director or designee.~~

i. ~~The human resources department shall hear any contention that an employee is working in a temporary upgraded assignment. In the event of an adverse decision by the human resources department, the employee concerned and/or their employee representative shall have the right to appeal such decision to the civil service commission.~~

~~D. PCLEMA Represented Employees. Work-out-of-class pay and temporary upgrade pay shall be administered pursuant to the terms of the Memorandum of Understanding between Placer County and the PCLEMA.~~

~~E. DDAA Represented Employees. Work-out-of-class pay and temporary upgrade pay shall be administered pursuant to the terms of the Memorandum of Understanding between Placer County and the DDAA.~~

F. ~~Classified Management and Confidential Employees. Work-out-of-class pay is distinguished from temporary upgrade pay in that the latter is for assignments in which the employee is performing the full scope of an upgraded classification, whereas work-out-of-class pay is in recognition of duties performed in addition to their regularly assigned duties. Work-out-of-class pay is not in recognition of workload volume but to the additional higher-level duties assigned that fall outside the employee's classification.~~

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Part 8

Eligible Lists

/ / /

§ 3.08.785. Veterans preference.

The intent of this section is to assist veterans and disabled veterans who ~~within five years of the date of application for employment with Placer County~~ have either been separated under other than dishonorable conditions, discharged from a V.A. hospital as being fit for employment or have completed rehabilitative vocational training. ~~Eligibility for preference is extended to eight years for those veterans who have been attending college on a full-time basis.~~ This will be accomplished by adding a preference of five numerical points to the passing score attained in the examination by a veteran, unmarried widows, or widowers of veterans. A preference of 10 points not to exceed the total points possible will be added to the passing score attained in the examination by a disabled veteran or by the spouse of a disabled veteran who has been determined to have a disability of 80% or more. Veteran's preference shall apply to initial entrance into county service only or to a subsequent appointment in the event the first classification is abolished and the employee is laid off. ~~Disabled veterans will not be subject to~~

~~the five-year discharge or separation limitation.~~

For the purpose of this section, "disabled veteran" means any person who served on active duty in the Armed Forces of the United States, who has been honorably separated and who has been declared by the United States Veterans Administration to be currently disabled to a compensable degree as result of a service connected disability.

For the purpose of this section, the term "veteran" means any person who served on active duty in the Armed Forces of the United States for a period of 30 or more consecutive days the beginning or ending of which was in time of war, or in time of peace in a campaign or expedition for which a medal has been authorized by the Congress of the United States, or in time of peace for a full enlistment period or a minimum of 24 months unless disabled, and who was separated from service under other than dishonorable conditions. The term "veteran" does not include any person who served only in auxiliary or reserve components of the Armed Forces or any person whose active duty in the Armed Forces was performed solely for training purposes.

Persons who elected a career in the Armed Forces and retired after 20 or more years of active military service shall not be eligible for veteran's preference.

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Part 10
Probationary Period

/ / /

§ 3.08.1050. Length of probation.

A. All permanent appointments from open eligible lists to positions in the classified service shall serve a probationary period of 12 calendar months or 2,080 hours, whichever is more, with the exception of those classifications identified below. Where changes to the probationary period for a classification are made herein, employees will serve the probationary period in effect when they began their probation. Time spent on leave of absence will not count toward the completion of the probationary period.

1. PPEO, PPOA, PCLEMA, DDAA, Confidential, and Classified Management Employees. All appointments to permanent full time and permanent part time positions in the classified service shall serve a probationary period of 12 months or 2,080 hours, whichever is more, at the time of their initial hire or promotion with the exception of those classifications listed below. Where changes to the probationary period for a classification are made herein, employees will serve the probationary period in effect when they began their probation. Time spent on leave of absence will not count towards the completion of the probationary period, subject to any state or federal law.

2. **Sheriff's Office-PPEO Represented.**

	Period
Initial Hiring Classification	
Public Safety Dispatcher I	**18 months**
Promotion to	
Public Safety Dispatcher I	**18 months**

~~2~~**3**. Sheriff's Office—Non PPEO Represented.

	Period
Initial Hiring Classification	
Deputy Sheriff I	18 months
Promotion to	
Deputy Sheriff I	18 months
Deputy Sheriff II	6 months
Sheriff's Sergeant	6 months

Deputy Sheriff — Trainee. Incumbency in this class is limited to a period not to exceed 12 months and to individuals who have not yet completed the basic P.O.S.T. academy. Failure to satisfactorily complete and graduate from P.O.S.T. academy while in this class shall result in termination from this class.

Upon satisfactory completion of the basic P.O.S.T. academy, it will be permissible to appoint the incumbent to deputy sheriff I. Upon appointment to deputy sheriff I, the incumbent shall serve a probationary period of 18 months.

~~3~~**4**. District Attorney's Office.

	Period
Initial Hiring Classification	
Investigator	12 months
Promotion to	
Investigator	6 months

B.

1. PPEO, PPOA, DDAA, Classified Management and Confidential Employees—Extension of Probation. Probationary periods may be extended when good cause exists. Good cause includes, but is not limited to, an extended absence or similar circumstance that removes the probationary employee from direct observation of job performance and/or there have been changes in the probationary employee's status, i.e., a transfer from one class to another, a transfer from one department to another, change in work location, major change in assignment, the installation of new processes or technology; or when the appointing authority has failed to complete interim performance appraisals and has been directed to request such an extension of the probationary period under Section 3.08.1060(B). In such situations, the appointing authority may, with the consent of the director of human resources, extend an employee's probationary period for up to 90 days (520 hours).

2. Deputy Sheriff Unit—Extension of Probation. If during the probationary period there have been changes in an employee's status, i.e., a change in work location, major change in assignment, the installation of new processes or technology, or in the event of authorized light duty because of illness/injury where the assignment prevents the

completion of field training and/or jail operations training (this field training and jail operations training requires successful completion prior to completing probation), the appointing authority may, with the consent of the director of human resources, extend an employee's probationary period for up to one year. The appointing authority must present evidence to the director of human resources documenting the reason for requesting an extension of the probationary period.

C. Re-Employment List Appointment Probationary Period. Any employee who is appointed from a re- employment list shall serve a probationary period of six months or 1,040 hours, whichever is greater. The only exceptions to this are:

1. An employee who did not complete their full initial probationary period prior to being placed on the list will be required to repeat the full initial hire probationary period required of their classification.

2. An employee who is appointed into the same or lower classification (within the same classification series) and same department they were working in at the time of layoff shall not be required to complete a new probationary period.

D. For purposes of this section, a calendar month shall be from a given date in a month through the next preceding date in the following month (e.g., July 10th through August 9th).

E. An employee who is released from a probationary status after being re-employed from a re-employment list pursuant to these provisions will be given 14 calendar days advance notice of the release and advised of their return to the re-employment list with the total county service they had obtained upon original placement on the list.

F. An employee who is released from probation after having been re-employed from a re-employment list shall NOT be certified again to the same department unless so requested by the appointing authority.

G. An employee who is released during their probationary period after having been re-employed from a re-employment list on two separate occasions will NOT be placed back on the reemployment list and shall be separated from county service.

H. An employee who elects to bump (in accordance with Section 3.08.1120) into a lower classification (within the same classification series) and same department they were working in at the time of layoff shall not be required to complete a new probationary period.

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ARTICLE 3.12

ALLOCATIONS AND COMPENSATION

/ / /

§ 3.12.020. Classified service—Salary and benefits notations.

A. For employees represented by the Placer County Deputy Sheriff's Association (PCDSA) floating holiday shall be taken within the calendar year granted and shall not carry over from year to year. Unused holiday time will not be compensated upon termination.

B. Uniform Allowance.

1. DSA and LEMA Represented Employees. Employees in the following classifications

are eligible to receive a uniform allowance:

Deputy Sheriff I

Deputy Sheriff II

Sheriff's Captain

Sheriff's Lieutenant

Sheriff's Sergeant

a. If required by the county to wear a uniform as a regular part of their duties, a uniform allowance shall be paid on a biweekly basis. This shall not affect reserve deputies, honorary deputies and other county officers and employees deputized for special purposes. New employees will be advanced the first year's uniform allowance in their first full paycheck and receive uniform allowance on a biweekly basis upon their first-year anniversary.

b. The uniform allowance is $1,065.00 per year for Auburn area and $1,215.00 per year for Tahoe area.

c. Employees appointed or reassigned to Dutch Flat or Foresthill resident deputy or to any position east of Serene Lakes shall receive a one-time winter clothing stipend in the amount of $250.00.

d. If purchase of the campaign hat is mandatory, the sheriff's department will pay for the cost of the hat and will reimburse association members immediately upon provision of a receipt.

2. Classified Management. Probation managers who are required to wear, purchase, and maintain a uniform shall receive a nonreimbursable, taxable, bi-weekly pay in accordance with procedures established by the auditor controller's office in the amount of $1,065.00 per year. The effective date shall be the beginning of the pay period in which the employee is required to wear, purchase, and maintain a uniform.

   a. New employees will be advanced the first year's uniform allowance in their first full paycheck and receive uniform allowance on a biweekly basis upon their first-year anniversary.

3. Employees appointed or reassigned to Dutch Flat or Foresthill resident deputy or to any position east of Serene Lakes shall receive a one-time winter clothing stipend in the amount of $250.

4. If purchase of the campaign hat is mandatory, the sheriff's department will pay for the cost of the hat and will reimburse association members immediately upon provision of a receipt.

C. Career and Education Incentive.

1. Intermediate POST.

   a. For employees represented by the Placer County Law Enforcement Association (PCLEMA), effective July 15, 2023, the compensation for POST intermediate certificate shall be eliminated.

   b. For specified permanent full-time employees represented by the PCDSA, Intermediate

POST certificate pay shall be as follows:

Deputy Sheriff II	$500/month
Sheriff's Sergeant	$650/month
Chief Deputy Coroner	$650/month
Investigator—District Attorney	$650/month
Investigator—Welfare Fraud	$650/month
Investigator—Welfare Fraud—Supervising	$650/month

2. Advanced POST.

   a. For employees represented by PCLEMA, compensation for POST advanced certificate shall be pursuant to the terms of the Memorandum of Understanding between Placer County and the PCLEMA.

   b. For specified permanent full-time employees represented by the PCDSA, Advanced POST certificate pay shall be as follows:

Deputy Sheriff II	$1,000/month
Sheriff's Sergeant	$1,150/month
Chief Deputy Coroner	$1,150/month
Investigator—District Attorney	$1,150/month
Investigator—Welfare Fraud	$1,150/month
Investigator—Welfare Fraud—Supervising	$1,150/month

3. POST incentive amounts are not cumulative or compounded and employees will receive only one rate of incentive pay for POST certification. The effective date of the POST special allowance pay shall be the beginning of the pay period in which the POST requirements were met as documented on the POST certificate.

4. Education Incentive Pay.

   a. DSA Represented Employees. Full-time permanent employees represented by the PCDSA will be eligible for educational incentive pay. To be eligible for educational incentive pay the degree must be from an accredited college, consistent with the human resources department practices in determining validity of the college and degree. Employees must present evidence of successful completion of a qualifying degree, consistent with this section to their department head, which shall determine and certify whether employees are eligible to receive educational incentive pay. The effective date of the educational incentive pay shall be the beginning of the pay period immediately following receipt by the department of the qualifying degree at any point following the employee's date of hire.

      i. The amount of the educational incentive for AA, BA or MA degrees shall be as follows:

Associate degree (AA)	$100/pay period

Bachelor's degree (BA)	$125/pay period
Master's degree (MA)	$175/pay period

ii. Assistant deputy sheriff I/II and deputy sheriff trainee are not eligible for education incentive pay.

b. PCLEMA Represented Employees. For employees represented by the PCLEMA, the educational incentive shall be as set forth in the Memorandum of Understanding between Placer County and the PCLEMA.

c. PPOA Represented Employees. For employees represented by the PPOA, the educational incentive shall be as set forth in the Memorandum of Understanding between Placer County and the PPOA.

d. Employees may not receive educational incentive pay for more than one degree. The payments are not cumulative and only one degree qualifies for payment.

D. Uniform Allowance.

1. PPEO Represented Employees. For employees represented by the PPEO, the uniform allowance shall be as set forth in the Memorandum of Understanding between Placer County and the PPEO.

2. PPOA Represented Employees. For employees represented by the PPOA, the uniform allowance shall be as set forth in the Memorandum of Understanding between Placer County and the PPOA.

E. Hazard Premium, Detective Division Premium, and Narcotics Division Premium Pays.

1. DSA Represented Employees. Hazard premium pay and detective division premium pay shall be as set forth in the Memorandum of Understanding between the county and the PCDSA.

2. PCLEMA Represented Employees. Hazard Premium and Narcotics Division Premium pays shall be as set forth in the Memorandum of Understanding between the county and the PCLEMA.

3. PPOA Represented Employees. Detective Division Premium Pay-Undercover shall be as set forth in the Memorandum of Understanding between the county and the PPOA.

4. PPEO Represented Employees. Hazard Premium Pay — Critical Incident Response Correctional Officers and Hazard Premium Pay - Family and Children's Services (FACS), shall be as set forth in the Memorandum of Understanding between the county and the PPEO.

F. Shift Differential Premium.

1. PPEO General and Professional Units and Confidential Employees. ~~Night Shift Differential.~~

a. **Shift Differential Premium – Night Shift. Employees who are routinely and consistently scheduled to work other than a standard "daytime" shift (e.g., graveyard or swing where 50% or more of their hours are between 5:00 P.M. and 6:00 A.M.) shall receive a shift differential premium of seven and one-half percent of base pay for all hours worked.** ~~For the purposes of this subsection, "regularly assigned to work," means the hourly work schedule~~

~~assigned to each employee.~~

b. **Extended Hours Coverage. PPEO "daytime" shift employees who are not routinely and consistently assigned to work graveyard or swing shifts (e.g., 50% or more of their regular hours are between 5:00 P.M. and 6:00 A.M.) shall receive extended hours coverage pay in the amount of seven and one-half percent of base pay for all hours worked between the hours of 5:00 P.M. and 6:00 A.M., excluding any hours that are part of the employee's regular shift, provided they work a minimum of three continuous hours between the period of 5:00 P.M. and 6:00 A.M., excluding any hours that are part of the employees' regular shift.**

i. Extended hours coverage shall not apply to call back duty.

~~All employees regularly assigned to work 50% or more of their hours between the hours of five p.m. and six a.m. shall receive a night shift differential of seven and one-half percent of base pay for all hours worked.~~

~~c. All employees regularly assigned to work 50% or more of their hours between the hours of five p.m. and six a.m. shall continue to receive the seven and one-half percent shift differential even when they work hours outside of the five p.m. to six a.m. time period.~~

~~d. All employees who are not regularly assigned to work 50% or more of their hours between the hours of five p.m. and six a.m. shall receive a night shift differential of seven and one- half percent of base pay for all hours worked between the hours of five p.m. and six a.m., provided the employee works a minimum of three hours between the period of five p.m. and six a.m., excluding any hours that are part of the employee's regular shift.~~

2. PCDSA Represented Employees.

a. Shift Differential Premium — Night Shift. Employees who are routinely and consistently scheduled to work other than a standard "daytime" shift (e.g., graveyard or swing where 50% or more of their hours are between 4:30 p.m. and 6:30 a.m.) shall receive a shift differential premium of $4.41 per hour for all hours worked.

b. Extended Hours Coverage. Employees who are not routinely and consistently assigned to work a night shift (e.g., graveyard or swing shift) shall receive additional pay when working extended hours as follows:

i. Employees other than those regularly assigned to work at the jail shall receive an additional $4.41 per hour for any hours worked between 4:30 p.m. and 6:30 a.m. (excluding any hours that are part of the employee's regular shift), provided they work a minimum of one hour during that time period.

ii. Employees regularly assigned to work at the jail shall receive an additional $4.41 per hour for any hours worked between 4:30 p.m. and 6:30 a.m. (excluding any hours that are part of the employee's regular shift), provided they work a minimum of three continuous hours during the time period.

iii. This pay differential shall not be reportable to CalPERS.

3. PCLEMA Represented Employees. Shift Differential Premium—Night Shift. Employees

who are routinely and consistently scheduled to work other than a standard "daytime" shift shall receive a shift differential premium of seven and one-half percent of base pay for all hours worked when working a night shift (e.g., graveyard or swing).

4. PPOA Represented Employees.

   a. Shift Differential Premium – Night Shift. Employees who are routinely and consistently scheduled to work other than a standard "daytime" shift (e.g., graveyard or swing where 50% or more of their hours are between five p.m. and six a.m.) shall receive a shift differential premium of seven and one-half percent of base pay for all hours worked.

   b. Extended Hours Coverage.

      i. PPOA "daytime" shift employees who are not routinely and consistently assigned to work graveyard or swing shifts (e.g., 50% or more of their regular hours are between five p.m. and six a.m.) shall receive extended hours coverage pay in the amount of seven and one-half percent of base pay for all hours worked between the hours of five p.m. and six a.m., excluding any hours that are part of the employee's regular shift, provided they work a minimum of three continuous hours between the period of five p.m. and six a.m., excluding any hours that are part of the employees' regular shift.

      ii. Extend hours coverage shall not apply to a call back duty event.

G. Rain Gear. Once every three years, employees assigned to the following areas shall be provided with rain gear, including coat, pants and boots, as deemed necessary by the appointing authority: roads, utility services, **wastewater treatment,** building maintenance, document solutions, animal control officers, TART bus drivers, building inspectors, mini-bus drivers, park ~~and grounds~~ workers, communications, garage, engineering technicians (when assigned field inspection duties), environmental health workers, IT analysts, IT technicians, and deputy probation officers assigned to field duties. The appointing authority can replace an employee's rain gear more often as they deem necessary.

H. Supplemental Compensation—Declared Snow Shift Assignments.

1. The county will pay an assignment differential of 10% of base salary to each employee assigned by the appointing authority, or designee, to perform snow removal duties. No employee will receive work out of class pay for the purpose of performing snow removal duties.

2. The number eligible and time period for which such status is available shall be determined jointly by the director of public works and the county executive office.

3. Such compensation shall be in addition to any overtime to which the employee is entitled under the provisions of Section 3.04.240, et seq.

I. Bilingual Pay.

1. ~~PPEO, DSA, PCLEMA, DDAA, PPOA, Management, Confidential, and Safety Management Employees.~~ Upon request of the department head and approval of the director of human resources, designated employees who are routinely and consistently assigned to positions requiring communication skills other than English shall be paid bilingual pay. Sign language shall constitute a second language within the meaning of bilingual pay provided that the requisite certification procedures as defined by the

director of human resources have been completed. The effective date for bilingual pay shall be the beginning of the pay period upon successful completion of the requisite certification procedure.

a. PPEO, PCLEMA, DDAA, PPOA, management, confidential, and safety management employees shall be paid an additional five percent of base salary.

b. PCDSA Represented employees shall be paid an additional $464 per month.

J. Universal Technician Pay. Upon request of the department head, and approval by the director of human resources, the county will pay an additional five percent of base hourly rate, plus longevity if applicable, to employees who have been certified as a universal technician as required by 40 CFR Part 82, subpart F, and who are assigned duties in the department of facilities management that are consistent with that certification. The effective date shall be the beginning of the pay period the employee provides the supporting documentation.

K. Tool Reimbursement. The following classifications shall receive a $750.00 per year tool replacement allowance to be reimbursed quarterly in accordance with procedures established by the auditor controller's office. No more than one claim may be submitted for reimbursement in any calendar quarter. Classifications eligible for this personal reimbursement shall include:

11604	Automotive Mechanic
11605	Master Automotive Mechanic
11611	Equipment Mechanic
11613	Master Equipment Mechanic
11601	Equipment Service Worker I
11602	Equipment Service Worker II
13302	Supervising Mechanic

L. Jail Administrative Legal Clerk Training Pay. The county shall pay a differential of five percent of base salary to each employee in the classification of administrative legal clerk-journey and administrative legal clerk-senior who is **routinely and consistently** assigned by the sheriff to ~~work as~~ **perform the duties of** a jail administrative legal clerk trainer. It shall be understood that the above-described training pay shall be paid to an employee only during the time **the employee is** assigned jail administrative legal clerk trainer responsibilities. Payment of said training pay to that employee shall cease at the time the sheriff terminates the jail administrative legal clerk training responsibilities or reassigns training responsibilities to another employee.

M. Field or Jail Training Officer.

1. The county shall pay $389 per month to each employee in the classification of deputy sheriff II who is routinely and consistently assigned by the sheriff to perform the duties of a field training officer or as a jail training officer.

2. The county shall pay a differential of five percent of base salary to each employee in the classification of correctional officer II who is **routinely and consistently** assigned by the sheriff to ~~work as~~**perform the duties of** a jail training officer.

3. It shall be understood that the above-described salary differentials shall be paid to an employee only during the time they are assigned formal field training or jail training responsibilities. Payment of said differential to that employee shall cease at such time as the sheriff shall terminate the field**/jail** training responsibilities or reassign same to another employee.

N. Public Safety Dispatcher Training Pay. The county shall pay a differential of five percent of base salary to each employee in the classification of public safety dispatcher II who is **routinely and consistently** assigned by the sheriff to ~~work as~~**perform the duties of** a dispatch trainer. It shall be understood that the above-described salary differential shall be paid to an employee only during the time they are assigned dispatcher trainer responsibilities. Payment of said differential to that employee shall cease at such time as the sheriff shall terminate the dispatcher trainer responsibilities or reassign same to another employee.

O. POST Dispatcher Certificate Pay. Employees permanently allocated to the classifications of public safety dispatcher I, public safety dispatcher II, supervising public safety dispatcher, and dispatch services supervisor will be eligible for the following certificate pays:

1. Incentive pay for possession of a POST dispatcher intermediate certificate will be $100 per pay period.

2. Incentive pay for possession of a POST dispatcher advanced certificate will be $125 per pay period.

3. The above incentive amounts are not cumulative or compounded and employees will receive only one rate of incentive pay for the POST certification.

P. Lateral Signing Bonus. Public safety dispatcher II, supervising public safety dispatcher, and dispatch services supervisor, applicants with prior dispatch experience who are hired into permanently allocated positions will be eligible for the following one-time incentives upon their initial hire to the county:

1. An initial payment of $1,500 will be added to the first paycheck earned, and

2. A second/final payment of $1,000 will be paid out upon the successful completion of the entire probationary period as determined by the sheriff.

Q. PPEO Professional Unit, Confidential and Management. The county shall pay a differential of five percent of base salary to each employee who obtains a certificate as a certified public accountant and who, with the concurrence of the county executive officer, makes use of the CPA in the course and scope of their employment.

R. Canine Officer Premium Pay. Sworn peace officers represented by PCLEMA, PCDSA, PPOA, and the PPEO correctional officer classifications assigned by the sheriff, district attorney, or chief probation officer as "canine handlers," shall receive Canine Officer Premium pay as follows:

1. PPEO Represented Employees. The Canine Officer Premium terms and pay shall be as set forth in the Memorandum of Understanding between the county and the PPEO.

2. DSA Represented Employees. The Canine Officer Premium terms and pay shall be as set forth in the Memorandum of Understanding between the county and the PSA.

3. PCLEMA Represented Employees. The Canine Officer Premium terms and pay shall be as set forth in the Memorandum of Understanding between the county and the

PCLEMA.

4. PPOA Represented Employees. The Canine Officer Premium terms and pay shall be as set forth in the Memorandum of Understanding between the county and the PPOA.

S. Jail Incentive Pay.

1. The county will pay a differential of five percent of base salary to each employee in the following classifications who are routinely and consistently assigned to work within the jail facility where criminally charged persons are confined.

Accounting Assistant — Entry/Journey/Senior

Accounting Technician

Administrative Clerk — Entry/Journey/Senior

Administrative Legal Clerk -Entry/Journey/Senior

Administrative Legal Supervisor

Administrative ~~Secretary~~**Assistant**

Building Craft**s** Mechanic/Senior ~~Supervising/Supervising Senior~~

Building Crafts Crew Supervisor

Client Services Counselor — I/II/Senior

Client Services Practitioner — I/II/Senior

Custodian — I/II/Senior

Facilities Operations Supervisor

Staff Services Analyst I/II/Senior

2. Senior administrative legal clerks who are consistently assigned as shift supervisors over other employees in the jail will receive an additional five percent of base salary.

T. LCSW/MFT/MFCC Pay. The county shall pay an additional five percent of base hourly rate, plus longevity if applicable, to each employee in the classifications of client services practitioner I/II/ senior and client services program supervisor, who obtains a certificate as a licensed clinical social worker (LCSW); marriage and family therapist (MFT); marriage, family, child counselor (MFCC); licensed professional counselor (LPCC); or licensed psychologist (Ph.D. and Psy.D.). The effective date shall be the beginning of the pay period the employee provides the supporting documentation.

U. Work Boot/Safety Shoe Allowance.

1. ~~Effective July 2, 2022,~~ **E**~~e~~ach employee in the classifications listed below shall receive an annual work boot/safety shoe allowance. The annual safety boot allowance shall be paid in the first full pay period of the fiscal year. Employees that become eligible on or after the first full pay period of the fiscal year through December 31st shall receive the full allowance effective the date of eligibility. Employees eligible on or after January 1st shall not receive the work boot allowance for the remainder of that fiscal year. Employees receiving such allowance shall be required to wear work boots or safety shoes at all times while performing their job duties.

a. One hundred fifty dollars Annual Allowance

Administrative Dispatcher (Public Works and Facilities Tahoe Assignment)

Architect, Senior

Project Manager I, II, Senior

b. Three hundred twenty-five dollars Annual Allowance

Agricultural and Standards Inspector I/II/Senior/Supervising

Animal Care Attendant; Animal Care Supervisor

Animal Control Officer I/II/Senior/Supervising~~/Supervising Senior~~

Animal Services Program Coordinator

Assistant Road Superintendent

~~Automotive Mechanic/Master Automotive Mechanic~~

Building Crafts Mechanic/Senior~~/Supervising/Supervising Senior~~

Building Crafts Crew Supervisor

Building Inspector I/II/Senior/Supervising

Bus Driver I/II/Senior

Capital Improvements Technician I/II

Code ~~Compliance~~ **Enforcement** Officer I/II/Supervising

Custodian I/II/Senior/Supervising

Electrical Instrument and Control Technician I/II/Senior/Supervising

Emergency Services Specialist I/II/Senior

Engineering Technician I/II**/Senior**

Environmental Health Specialist — Trainee/Registered —

Assistant/Associate/Senior/Supervising

Environmental Health Technical Specialist

Environmental Health Technician I/II/Senior

Equipment Mechanic **I/II**/Master Equipment Mechanic

Equipment Mechanic/Welder

Equipment Operator/Equipment Operator — Senior

~~Equipment Services Worker I/II~~

Facilities Operations Supervisor

~~Fleet Services Technician~~

Information Technology Analyst I/II/Senior (Assigned to Telecommunications)

Information Technology Technician I/II/Supervisor (Assigned to Telecommunications)

Maintenance Worker

Mechanic — Supervising

Parking Enforcement Officer

Park**s** ~~and Grounds~~ Worker/Senior~~/Supervising~~

Parks Crew Supervisor

Parks Operations Supervisor

Road District **Crew** Supervisor~~/~~

Road District **Operations** Supervisor~~ — Senior~~

Sheriff's Automotive Technician I/II/Supervising

Surveyor Assistant/Associate/Senior

~~Traffic Sign Maintenance Worker/Senior~~

~~Traffic Sign Supervisor/Traffic Sign Supervisor — Senior~~

Transportation Supervisor

~~Tree Trimmer/Tree Trimmer — Senior~~

~~Tree Maintenance Supervisor/Tree Maintenance Supervisor — Senior~~

Utility Service Worker/Senior~~/Supervising~~

Utility Service Crew Supervisor

Utility Operations Supervisor

Waste Disposal Site Attendant/Senior/Supervisor

Waste Management Operations Superintendent

Wildlife Specialist

V. Inmate Oversight Pay—PPEO Represented Employees. Inmate oversight pay shall be as set forth in the Memorandum of Understanding.

W. Wellness Incentive—PCLEMA. Wellness incentive pay shall be as set forth in the Memorandum of Understanding between the county and the PCLEMA.

X. PPEO and PPOA represented employees may receive one pay differential of two and one-half percent of base salary for one or more special skill certification(s) and/or licenses. To qualify, the certification(s) shall meet the following criteria:

1. Certification/license is for the performance of duties required by the county and approved by the employee's appointing authority and the county executive officer.

2. Certification/license is for the performance of duties not specified in the employee's job classification and/or required as a minimum qualification.

3. Certification/license must be required by the state of California or a regulatory agency in order to perform or oversee the duties.

4. Certification/license must be renewable and be kept current.

5. Certification/license duties are not already identified for additional compensation in the current MOU between PPEO and the county.

   The pay differential will cease under any of the following conditions:

   a. The employee's duties or work assignment change,

   b. The certification/license is no longer necessary or applicable,

   c. The certification/license is not used or required to perform the duties, or

   d. The employee fails to maintain the certification/license.

6. The effective date shall be the beginning of the pay period the employee provides the supporting documentation.

Y. Building Inspector Certificate Pay. Certificates that are attained by employees in the classifications of building inspector I/II, senior, and supervising, beyond those presented to meet the minimum qualification as stated in the class specifications shall be compensated at the rate of $50 per certificate per month up to a maximum of $200 per month for each of the certificates listed: plans examiner, plumbing, mechanical, electrical (commercial or residential). The county will reimburse a qualifying employee for all initial exams and renewal fees associated with the above certificates for up to three exams per year. The effective date shall be the beginning of the pay period the employee provides the supporting documentation.

Z. Confidential Pay. Permanent employees in positions designated as confidential, as defined in the Placer County Employer and Employee Relations Policy, shall receive ~~three and one-half~~**five** percent additional pay.

AA. Licensure/Certification. Management employees in the health and human services department who possess and use specialty licensure or certification which is above the minimum qualification and used during the normal course and scope of their position will receive a pay differential of five percent of base salary; example, licensed clinical social worker (LCSW).

BB. Tuition Reimbursement. Pursuant to the terms and conditions set forth in the county's tuition reimbursement policy, classified management employees are eligible for tuition reimbursement in the amount of $1,200 per fiscal year. PPEO, PCLEMA, DDAA, PPOA, and PCDSA represented employees may be eligible for tuition reimbursement pursuant to the applicable memorandum of understanding.

CC.

ADMIN CODE	CLASSIFICATION TITLE
15585	Architectural Assistant I *a
14210	Architectural Assistant II *a

14207	Assistant Surveyor *b
13545	Capital Improvements Manager *a
OS2025-14202	Engineer—Assistant *b
13522	Property Manager *a
13519	Utility Program Manager *b

a. *All employees in this class shall be paid at the corresponding step of the next higher salary grade upon presentation of the certificate of registration as a licensed architect issued by the California State Board of Architectural Examiners.

b. *The county will pay an additional five percent of the base hourly rate, plus longevity if applicable, upon presentation of a certificate of registration as a civil engineer or land surveyor issued by the California State Board of Registration for Professional Engineers.

DD. Bus Driver I/II Signing Bonus **and TART Retention Bonus**.

1. Permanent **new hire** employees in the classification of Bus Driver I or Bus Driver II~~, hired on or after March 11, 2023 and in their initial probationary period,~~ shall be eligible to receive a signing bonus, up to $2,000. This amount, less appropriate withholding taxes, will be paid out as follows:

   ~~1~~**a.** Bus Driver I:

   ~~a.~~**i.** One thousand dollars will be paid at the beginning of the pay period in which the employee provides proof of a valid Class A or B driver's license with passenger endorsements and no air brake restrictions.

   ~~b.~~**ii.** One thousand dollars will be paid upon completion of 2,080 paid hours.

   ~~2.~~**b.** Bus Driver II:

   ~~a.~~**i.** One thousand dollars will be paid upon completion of 160 paid hours.

   ~~b.~~**ii.** One thousand dollars will be paid upon completion of 2,080 paid hours.

~~3. All existing permanent employees in the classification of Bus Driver I or Bus Driver II in their initial probationary period on March 11, 2023 may be eligible for a one-time $1,000.00 signing bonus upon completion of 2,080 paid hours.~~

~~4. Employees who terminate employment prior to meeting the applicable criteria are not eligible for any future bonus.~~

   ~~5.~~**c.** The maximum combined **signing** bonus amount to be paid to each qualified employee shall not exceed $2,000.

2. TART Retention Bonus. Permanent employees hired on or after August 9, 2025, in the classification of Bus Driver I or Bus Driver II, and who are assigned to Tahoe Area Rapid Transit (TART), shall be eligible for a one-time retention bonus. This amount, less appropriate withholding taxes, will be paid out as follows:

   a. $2,000 will be paid upon completion of 4,160 hours (two years of service)

for TART employees who have not yet completed 4,160 hours of service.

b. **$2,000 will be paid upon completion of 6,240 paid hours (three years of service) for TART employees who have not yet completed 6,240 hours of service.**

c. **The maximum combined retention bonus to be paid to each qualified employee in this category shall not exceed $4,000.**

3. **TART Retention Bonus for Current Employees.**

a. **Permanent employees in the classifications of Bus Driver I/II/Senior, hired before August 9, 2025, shall receive a one-time retention bonus of $2,000.**

4. **Employees who terminate employment prior to meeting the applicable criteria are not eligible for any future bonus.**

EE. Sheriff's Office Public Information Officer Stipend. The Sheriff's Lieutenant regularly assigned by the Sheriff to act as the Public Information Officer of the Sheriff's Office shall receive a stipend in the amount of $250 per pay period in recognition of routinely and consistently being available to work odd or unusual hours to provide public information services in times of critical incidents. This stipend is not reported to CalPERS.

The Sheriff's decision to regularly assign employees as the Public Information Officer shall not be grievable, nor shall the removal of an employee as the Public Information Officer constitute discipline under the MOU or POBR.

FF. Animal Premium Pay-Horse Handler. The Animal Premium Pay-Horse Handler shall be as set forth in the Memorandum of Understanding between the county and the PCDSA.

GG. All pays listed in this section must meet the CalPERS definition of special compensation to be considered reportable. CalPERS solely determines whether any or all pays listed in this section meet the CalPERS definition of special compensation for the calculation of retirement benefits. The county is not responsible for reporting any pays not determined by CalPERS to be reportable.

§ 3.12.030. Unclassified service—Salary and benefits notations.

A. The classifications below shall be eligible for the incentive pays listed below:

ADMIN. CODE	CLASSIFICATION TITLE
19824	Health Officer *a
19825	Chief Physician *a
19838	Physician *a
11798	Psychiatrist – Board Eligible *b
11798	Psychiatrist – Board Certified *b
11780	Chief Psychiatrist *b
13875	Public Works Manager *c

19815	Assistant Director of Emergency Services *c
11824	Forensic Pathologist – Board Eligible *d
11825	Forensic Pathologist – Board Certified *d

*a Physicians are eligible to receive the following additional compensation:

Twenty percent pay differential if the incumbent has one or more board certifications as recognized by the American Board of Medical Specialties, or an affiliated Board, and the California Medical Board in a specialty or specialties that are relevant to the provision of county medical/psychiatric services;

Five percent pay differential if the incumbent is eligible for one or more board certifications as recognized by the American Board of Medical Specialties, or an affiliated Board, and the California Medical Board in a specialty or specialties that are relevant to the provision of county medical/psychiatric services;

*b Fifteen percent pay differential for child psychiatrist specialization.

*c The county will pay an additional five percent of the base hourly rate, plus longevity if applicable, upon presentation of a certificate of registration as a civil engineer or land surveyor issued by the California State Board of Registration for Professional Engineers.

*d A single pay differential of 10% for certification in neuropathology, pediatric pathology, or other recognized and relevant specialties upon proof of certification by the incumbent.

B. Automobile Reimbursement. Department heads, assistant county executive officer, deputy county executive officers and the county's health officer who do not have permanent overnight assignment of a county vehicle shall receive $750 per month as a reimbursement for all private vehicle mileage on official county business, unless they elect not to receive such flat rate reimbursement. The reimbursement shall be paid on a bi-weekly basis.

Such officials electing to receive the flat rate reimbursement may, in addition, receive mileage reimbursement at the IRS rate for mileage driven within the county east of Baxter and outside the boundaries of Placer County.

Officials electing to receive the flat rate reimbursement shall not use county vehicles on official county business except as required in extraordinary circumstances.

C. Tuition Reimbursement. Unclassified management employees are eligible for tuition reimbursement in the amount of $1,200 per fiscal year, in accordance with the terms and conditions set forth in the county's tuition reimbursement policy.

D. Uniform Allowance. Employees in the following classifications who are required to wear, purchase, and maintain a uniform shall receive a uniform allowance:

Assistant Sheriff

Undersheriff

Sheriff-Coroner-Marshal

Assistant Chief Probation

Officer Chief Probation Officer

1. If required by the county to wear, purchase, and maintain a uniform as a regular part of their duties, a uniform allowance shall be paid on a biweekly basis. New employees will be advanced the first year's uniform allowance in their first full paycheck and receive uniform allowance on a biweekly basis upon their first-year anniversary.

2. The uniform allowance is $1,065.00 per year. The effective date shall be the beginning of the pay period in which the employee is required to wear, purchase, and maintain a uniform.

E. Career and Education Incentive. Full-time permanent employees in the following classes shall be eligible for the career and education incentive:

Assistant Sheriff

Investigator—Chief District

Attorney Sheriff-Coroner-Marshal

Undersheriff

1. POST Advanced Certificate Pay.

   a. For safety management employees hired before February 26, 2013, compensation for POST advanced certificate is as follows:

Investigator—Chief District Attorney	$1,970 per month
Assistant Sheriff	$2,580 per month
Undersheriff	$2,840 per month
Sheriff-Coroner-Marshal	$3,015 per month

   b. For safety management employees hired or rehired on or after February 26, 2013, compensation for POST advanced certificate is as follows:

Investigator—Chief District Attorney	$1,160 per month
Assistant Sheriff	$1,520 per month
Undersheriff	$1,670 per month
Sheriff-Coroner-Marshal	$1,775 per month

   c. Safety Management. Effective July 15, 2023, compensation for POST advanced certificate will be modified as outlined below:

      i. The POST advanced certificate tiers will be eliminated.

      ii. The compensation for the POST advanced certificate for full-time permanent peace officer employees in the classifications below is as follows:

Investigator—Chief District Attorney	$1,160 per month

Assistant Sheriff	$1,520 per month
Undersheriff	$1,670 per month

d. Elected Safety Management. Effective August 26, 2023, the compensation for the POST advanced certificate for the Sheriff-Coroner-Marshal will be modified as outlined below:

i. The POST advanced certificate tiers will be eliminated.

ii. The compensation for the POST advanced certificate will be $1,775 per month.

2. Education Incentive. Employees shall receive educational incentive pay for completing an educational degree which enhances their ability to do their job. The education that is required for the employee's current job classification is not included.

a. Safety Management. Effective July 15, 2023, the education incentive will be modified for the Investigator— Chief District Attorney, Assistant Sheriff, and Undersheriff classifications as follows:

i. The associate's degree (AA) and bachelor's degree (BA) educational incentive pay will be eliminated.

ii. Full-time employees shall be compensated $50 per pay period for a master's degree (MA) when meeting the established criteria.

b. Elected Safety Management. Effective August 26, 2023, the education incentive for the Sheriff-Coroner-Marshal will be modified as follows:

i. The associate's degree (AA) and bachelor's degree (BA) educational incentive pay will be eliminated.

ii. The Sheriff-Coroner-Marshal classification shall be compensated $50 per pay period for a master's degree (MA) when meeting the established criteria.

c. To be eligible for educational incentive pay the degree must be from an accredited college, consistent with the human resources department practices in determining validity of the college and degree. Employees must present evidence of successful completion of a qualifying degree, consistent with this section to their department head, which shall determine and certify whether employees are eligible to receive educational incentive pay.

d. Employees may not receive educational incentive pay for more than one degree.

e. The effective date of the educational incentive pay shall be the beginning of the pay period the employee provides the supporting documentation.

F. Wellness Incentive. Safety Management and Elected Safety Management.

1. Effective July 15, 2023, the wellness incentive will be eliminated for safety management employees.

2. Effective August 26, 2023, the wellness incentive will be eliminated for the Sheriff-Coroner- Marshall classification.

G. CPA Incentive. The county shall pay a differential of five percent of base salary to each unclassified management and unclassified nonmanagement employee who obtains a certificate as a certified public accountant; maintains current certification; and who, with the concurrence of the county executive officer, makes use of the CPA certification in the course and scope of their employment.

1. Effective the pay period beginning May 4, 2024, each elected department head who obtains a certificate as a certified public accountant; maintains current certification; and who, with the concurrence of the county executive officer, makes use of the CPA in the course and scope of their duties, shall be eligible to receive the CPA incentive differential of five percent of base salary.

H. Licensure/Certification. Management employees in the health and human services department who possess and use specialty licensure or certification which is above the minimum qualification and used during the normal course and scope of their position will receive a pay differential of five percent of base salary; example, licensed clinical social worker (LCSW).

I. Bilingual Pay. Upon request of the department head and approval of the director of human resources, designated unclassified **management and** nonmanagement employees who are routinely and consistently assigned to positions requiring communication skills other than English shall be paid an additional five percent of base salary. Sign language shall constitute a second language within the meaning of bilingual pay provided that the requisite certification procedures as defined by the director of human resources have been completed. The effective date shall be the beginning of the pay period upon successful completion of the requisite certification procedure.

J. All pays listed in this section must meet the CalPERS definition of special compensation to be considered reportable. CalPERS solely determines whether any or all pays listed in this section meet the CalPERS definition of special compensation for the calculation of retirement benefits. The county is not responsible for reporting any pays not determined by CalPERS to be reportable.

§ 3.12.040. Salaries—All represented employees.

Pursuant to Article XI, Sections 1, 3, and 4 of the California Constitution, Sections 302 and 604 of the Placer County Charter, adopted by the electorate on November 4, 1980, and California Government Code Sections 3504 and 3505, the Board of Supervisors shall negotiate and set compensation for all employees represented by PPEO, PCLEMA, DDAA, **PPOA,** and DSA.

/ / /

§ 3.12.060. Longevity pay.

A. PPEO Represented, PPOA Represented, DDAA Represented, Management, Confidential and Unclassified Nonmanagement Employees. Effective the first day of the pay period that includes November 1, 2019 and subject to the conditions specified herein, PPEO, PPOA, and DDAA represented, management, confidential and unclassified nonmanagement employees shall be eligible for longevity pay under one of the following formulas.

1. Longevity Pay A. This category of longevity pay applies only to permanent employees who are already receiving longevity pay on or before October 31, 2019. For this category, each permanent employee will continue to receive longevity pay, which is a one-time five percent increase, calculated pursuant to subsection (A)(5). The basis to receive longevity pay will be determined by either one (but not both) of the following two

formulas:

a. The permanent employee has been at step 5 of their salary grade for 10,400 paid hours (five years continuous full-time paid service) with Placer County.

b. The permanent employee has worked at least 10,400 paid hours (five years of continuous full-time paid service) calculated from the beginning of employment with Placer County.

2. Longevity Pay B. This category of longevity pay applies to permanent employees hired on or before October 31, 2019, that have not qualified for longevity pay by October 31, 2019. For this category, each permanent employee who has at least 20,800 continuous paid hours calculated from the beginning of employment (10 years of continuous full-time paid service) with Placer County shall receive as longevity pay a two percent increase, calculated pursuant to subsection (A)(5). Each permanent employee who has at least 31,200 continuous paid hours calculated from the beginning of employment (15 years of continuous full-time paid service) shall receive as longevity pay a three percent increase, calculated pursuant to subsection (A)(5). This category of longevity pay shall be calculated on a cumulative basis to equal no more than five percent in total.

3. Longevity Pay C. This category of longevity pay applies solely to retirees of the county with a retirement date of October 31, 2019, or earlier that were PPEO represented, management, confidential and unclassified, nonmanagement employees that had received longevity pay prior to his or her retirement. For this category, each retiree that received longevity pay on or before October 31, 2019, is deemed to have earned longevity pay under one of the following two formulas:

a. The retiree was a permanent employee that had been at step 5 of their salary grade for 10,400 paid hours (five years full-time paid service) with Placer County.

b. The retiree was a permanent employee that worked at least 10,400 paid hours (five years of continuous full-time paid service) calculated from the beginning of employment with Placer County.

If the retiree had not received longevity pay prior to their retirement on or before October 31, 2019, this subsection does not grant or change the longevity pay status to the retiree as it applies only to retirees that had already received longevity pay on or before October 31, 2019.

4. PPEO, PPOA, and DDAA represented, management, confidential and unclassified nonmanagement employees permanently hired on or after November 1, 2019, shall not be eligible for longevity pay.

5.

a. DDAA, PPOA, Management, Confidential and Unclassified Nonmanagement Employees. Longevity pay shall be applied to current base hourly rate published in the salary schedule plus percentage-based special compensation identified in Section 3.12.020 or 3.12.030 of this code, as applicable.

b. PPEO Represented Employees. Longevity pay shall be applied to current base hourly rate published in the salary schedule plus the following ~~percentage-based~~ special compensation: bilingual pay, certification pay (architect, universal technician, LCSW/MFT/MFCC, public health nurse, registered nurse, civil engineer/land survey), dispatcher training pay, detective division-undercover/special assignment pay, certified public accountant, declared snow shift, FACS, jail administrative legal clerk training, jail shift supervisor, jail training officer, night shift differential, jail incentive pay, inmate oversight pay as applicable.

6. For purposes of Longevity Pay A employees and Longevity Pay C retirees of the county with a retirement date of October 31, 2019, or earlier, an employee or retiree who took a voluntary demotion, transfer or reclassification to a lower salary grade is deemed to have the previously earned work hours at the higher salary grade count towards the longevity pay calculation in the lower salary grade.

7. Any form of overtime hours, extra-help hours and time off without pay regardless of the reason, will not be included for purposes of determining eligibility for longevity pay under any of the longevity pay formulas.

8. Eligible employees or retirees can qualify for longevity pay only pursuant to one of the longevity pay formulas. Once a longevity increase has been provided to an employee it will remain with the employee regardless of any future position or classification changes, so long as the employee remains within these bargaining units. If an employee moves out of these bargaining units, the employee will not be eligible for Longevity Pay A, B, or C pursuant to this subsection.

9. Movement Between Bargaining Units. Employees will be subject to the terms for longevity pay applicable to the bargaining unit in which they are represented.

10. Employees who separate from county service, but who reinstate at a future date, will follow the reinstatement provisions found in Section 3.08.1150 for eligibility for longevity pay.

11. Probation officer series employees who have received the 10 year and/or 20 year longevity pay under the DSA MOU and subsection B of this section as of April 1, 2008, will continue to receive said pay in a grandfathered status. Probation officer series employees will follow the PPEO professional unit longevity provision if they had not received longevity pay as of April 1, 2008.

B. DSA Represented, PCLEMA Represented Employees, and Safety Management. Permanent employees meeting the following criteria shall be eligible to receive two five-percent increases, calculated pursuant to subsection (B)(3), which shall be referred to as "longevity pay." As to either step alternative, a break in service will result in a new calculation for a new five- or 10-year period, and no service prior to the break will be counted as part of the new five- or 10-year period. Extra help time and time off without pay will not be included as part of this calculation. Time off without pay for disciplinary reasons or unpaid leave of absence will not constitute a break in service. Time off for these reasons will not count toward the completion of the required service time.

1. Longevity Pay 1 (Five Percent). An employee is eligible for five percent longevity pay upon meeting the requirements in either subsection (B)(1)(a) or (b), but cannot earn both:

    a. Each permanent employee who has been at step 5 of their salary grade in the same classification for 10,400 paid hours (five years full-time paid service) with Placer County shall be eligible to receive a one-time five percent increase in their then current base hourly rate. This special compensation is not reportable to CalPERS.

b. Each permanent employee who has at least 20,800 paid hours (10 years of full-time paid service) with Placer County shall be eligible to receive a five percent increase for their then current base hourly rate. Longevity pay under subsection (B)(1)(b) is reported to CalPERS. Upon attaining eligibility under this subsection, employees shall earn longevity pay in subsection (B)(1)(b) and cease to be eligible for longevity pay in subsection (B)(1)(a).

2. Longevity Pay 2 (Additional Five Percent for a total of 10%). Each permanent employee who has at least 41,600 paid hours (20 years of full-time paid service) with Placer County, shall be eligible to receive an additional five percent increase, calculated pursuant to subsection (B)(3).

3. Longevity shall be applied to current base hourly rate published in the salary schedule plus the following special compensation items: Bilingual Pay, Detective Division Premium Pay, Field Training Officer, Jail Training Officer, Narcotic Undercover Pay, Shift Differential-Night Shift, and POST incentive pays, as applicable.

4. Employees who separate from county service, but who reinstate at a future date will follow the reinstatement provisions for eligibility for longevity pay; within two years maintains prior eligibility; two years or more is treated as a new employee.

5. Any form of overtime hours, extra help hours and time off without pay regardless of the reason will not be included for purposes of eligibility for longevity.

6. Once such longevity increase (longevity pay 1 and 2) has been provided to an employee, that employee shall have no further right to a longevity increase. The longevity increase(s) will remain with the employee regardless of any future position or classification changes, so long as the employee remains within the bargaining unit. If an employee moves out of the bargaining unit, the employee will not be eligible for longevity pay 1 or 2 pursuant to this subsection.

7. Movement Between Bargaining Units. Employees will be subject to the terms for longevity pay applicable to the bargaining unit in which they are represented.

C. Elected Department Heads. Effective January 13, 2001, and continuing thereafter, elected department heads shall be eligible at the beginning of the first full pay period of the seventh year in office to receive a one-time five percent increase in their then current salary. This longevity pay shall be calculated only on a cumulative basis with any other longevity pays earned under subsection A or B. Longevity shall be applied to current base hourly rate published in the salary schedule plus percentage-based special compensation identified in Section 3.12.030 of this code and flat special compensation allowances for POST intermediate certificate, POST advanced certificate, undercover assignment, and wellness, as applicable.

§ 3.12.080. Tahoe branch assignment premium.

~~Employees permanently assigned to a position located in the North Lake Tahoe "rural" or "remote" areas shall receive the following monthly additional compensation:~~

A. Confidential, Management, Safety Management, and Unclassified Non Management Employees.

1. Tahoe Branch Assignment Premium shall be $775 per month.

2. **Effective the first pay period following July 1, 2018, Tahoe Branch Assignment Premium shall be $825 per month.**
3. **Effective the first pay period following July 1, 2019, Tahoe Branch Assignment Premium shall be $875 per month.**
4. **Effective the first pay period following July 1, 2022, Tahoe Branch Assignment Premium shall be $1,000 per month.**
5. **Effective the first pay period following August 5, 2025, Tahoe Branch Assignment Premium shall be $1,100 per month.**
6. **Effective July 1, 2017, employees permanently assigned to a position located in the North Lake Tahoe "remote" or "rural" areas will qualify for the Tahoe Branch Assignment Premium.**
   a. **Employees will be required to notify Human Resources if they are no longer assigned to a position qualifying for Tahoe Branch Assignment Premium.**

~~A. PPEO Represented, DSA Represented, Confidential, Management, Safety Management, and Unclassified Non-Management Employees permanently assigned to a position located in the North Lake Tahoe "rural" or "remote" areas will qualify for the Tahoe Branch Assignment Premium.~~

~~1. Tahoe Branch Assignment Premium shall be $1,000 per month.~~

~~2. Employees will be required to notify Human Resources if they are no longer assigned to a position qualifying for Tahoe Branch Assignment Premium.~~

B. **DSA, PPOA, PPEO, PCLEMA, and DDAA Represented Employees. Tahoe Branch Assignment Premium Pay shall be as set forth in the Memorandum of Understanding between Placer County and the applicable labor unit.**

~~For employees represented by the Placer County Law Enforcement Management Association, Tahoe Branch Assignment Premium Pay shall be as set forth in the Memorandum of Understanding between the county and the PCLEMA.~~

~~C. For employees represented by the Placer County Probation Peace Officers Association, Tahoe Branch Assignment Premium Pay shall be as set forth in the Memorandum of Understanding between the county and the PPOA.~~

§ 3.12.100. Cafeteria plan.

A. Management and Confidential Employees.

1. Cafeteria plan options may only be changed during open enrollment for the following calendar year.

2. Employees terminating from county employment, or who are removed from the management or confidential team designation, will receive a prorated amount based upon the number of pay periods completed during that calendar year.

3. Effective pay period 14, December 14, 2013, employees designated as confidential will receive an employer paid annual cafeteria contribution of $2,860 per person.

   a. Effective pay period 15, December 17, 2022, employees designated as confidential will receive an employer paid annual cafeteria contribution of $4,000 per person.

b. **Effective August 9, 2025, the County's annual cafeteria plan contribution for confidential employees will be eliminated.**

4. Effective pay period 14, December 8, 2018, employees designated as management will receive an employer paid annual cafeteria contribution of $4,000 per person.

   a. Effective pay period 15, December 17, 2022, employees designated as management will receive an employer paid annual cafeteria contribution of $5,000 per person.

B. PPEO Represented Employees. For employees represented by PPEO, cafeteria plan benefits shall be as set forth in the Memorandum of Understanding between the county and Placer Public Employees Organization.

C. PCLEMA Represented Employees. For employees represented by PCLEMA, cafeteria plan benefits shall be as set forth in the Memorandum of Understanding between the county and Placer County Law Enforcement Management Association.

D. DDAA Represented Employees. For employees represented by DDAA, cafeteria plan benefits shall be as set forth in the Memorandum of Understanding between the county and Placer County Deputy District Attorneys' Association.

E. PPOA Represented Employees. For employees represented by PPOA, cafeteria plan benefits shall be as set forth in the Memorandum of Understanding between the county and Placer County Probation Peace Officers Association.

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