

DEPARTMENT HEAD Benefits

DEFERRED COMPENSATION MATCH

- a. The County shall match a Management/Department Head Employee contribution to deferred comp up to a maximum of 4% of the employee's base salary.
- b. This match shall be made on a biweekly basis and shall be consistent with the current laws and regulation governing deferred comp contributions.

Please contact the Auditor's Office regarding this benefit.

(Language taken from the 2001-2004 Amendment to the Department Head MOU)

EDUCATION TRAINING AND HEALTH FLEX BENEFIT PROGRAM

Effective pay period 24 of Fiscal Year 1999/2000, \$1,500 will be annually placed into a Training, Education and Flexible Benefit Fund. Monies not used within the fiscal year allocated will roll over to next fiscal year, for a maximum of \$3,000. Professional association dues are considered an allowable expense. See terms and conditions set forth in Addendum A from the MOU.

The Management Training Form and instructions can be found on the County Intranet at <http://mcbeth.mendocino.gov/mcbenes/>.

(Language take from the 1999/2000 Amendment to the Department Head MOU)

COMPUTER LOAN PROGRAM

The County Computer Loan Program shall allow for the reimbursement of up to \$2500 for the personal purchase of a computer and related hardware/software. The maximum length of the no-interest loan shall be 3 years (78 pay periods),

Contact Human Resources for any additional information or instructions needed.

(Language take from the 1994/1995 Amendment to the Department Head MOU)

AUTO ALLOWANCE

Eligible executive employees and officials who elect to receive an automobile allowance shall receive \$250.00 per pay month as a benefit added to their paycheck. See Appendix A for list of eligible classifications.

LONGEVITY PAY

A longevity pay increase shall be paid to Department Heads. An increase shall require a written request by the Department Head and verification of service by the County Human Resources Director.

A Department Head shall be eligible for longevity pay when they have served five (5) years at E-Step or a flat rate salary and upon each five (5) year anniversary thereafter. The increase shall be 2 ½% for each five (5) year period.

(Language from the 1994/1995 Amendment to the Department Head MOU)

MANAGEMENT PERSONAL LEAVE HOURS

Management employees are granted 48 hours per calendar year. This leave must be used by pay period 26 of each year or be lost. This leave is not paid out or carried forward.

(Language from the 1989-1992 Amendment to the Department Head MOU)

VACATION ACCRUAL

The amount of vacation that could be accrued will be

280 Hours after completion of three (3) Years
360 Hours after completion of eight (8) years
440 Hours after completion of fifteen (15) years

(Language from the 1989-1992 Amendment to the Department Head MOU)

PAY IN LIEU OF VACATION

The amount of vacation hours that can be paid out will be 60 hours per fiscal year. A Special Request Form must be completed and sent to the HR Department for approval. The Departmental payroll clerk manually inputs the payroll code that denotes Vacation Pay In Lieu Management.

The Special Request Form can be found on the County Intranet – HR index.

(Language from the 1989-1992 Amendment to the Department Head MOU)

EXTENDED DISABILITY

Employees working in a classification that is assigned to the Management Unit who are absent from work due to illness or injury and who have exhausted all of their sick leave and vacation benefits shall be eligible to receive 100% salary for the first two (2) months after the paid leave has been exhausted; if still unable to work, the employee shall then receive 75% of full salary for a two (2) month period; and then if still disabled, shall receive 50% of salary for another two (2) month period. The employee shall be required to present to the County Personnel director a certificate from a County-designated physician indicating an opinion that the employee can reasonable be expected to recover sufficiently to return to work. The physician's certificate may be obtained through a medical examination at County expense or through consultation between a County-designated physician and the employee's personal physician.

(Language from the 1986/1987 Amendment to the Department Head MOU)

CATASTROPHIC LEAVE POLICY

See new County Catastrophic Leave Policy #39.

BEREAVEMENT LEAVE

Employees who suffer a death in their immediate family or of their domestic partner may be allowed to be absent with pay for three (3) workdays. Bereavement leave may be used non-consecutively within 30 days. Should additional days of leave be necessary the employee may use accrued leave. Should the employee utilize sick leave hours, the maximum available shall be sixteen (16) hours per occurrence. (94/95 MOU)

(Language from the 1994/1995 Amendment to the Department Head MOU)

LIFE INSURANCE

Employees are eligible for \$50,000 Basic Life Insurance and \$5,000 AD&D.

RETIREMENT

Covered under Social Security and the 1937 Act, both employee and the County pay into the retirement fund. General member retirement shall receive [2%@57](#) (retirement formula).

In October 2003, the Chief Probation Officer classification shall receive [2%@50](#) (safety retirement formula).

USE OF 8 HOURS SICK LEAVE FOR WELLNESS PROGRAMS

A. Effective pay period 21 of Fiscal Year 2000-2001 [beginning October 1, 2000], the parties agree that up to 8 hours of sick leave per calendar year may be used by an employee for the purpose of attending an approved County Wellness Program.

B. To use sick leave the employee must have a balance of 40 hours of sick leave accrued at the time the leave is used to attend the Wellness program.

(Language from the 2000/2001 Amendment to the Department Head MOU)

Department Head Bargaining Unit Representative:

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