



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/10/2012

Agenda Placement: 7R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne R. Mason - Director
Human Resources

REPORT BY: Heather Ruiz, DEP DIRECTOR, EMPL & COMP - 707-259-8720

SUBJECT: Amendment to County Policy Manual Part 1, Section 37- C, Management Compensation Plans

RECOMMENDATION

Director of Human Resources requests adoption of a resolution amending the following sections of the County Policy Manual Part I, Section 37-C effective July 21, 2012, to update old language and clarify ambiguous provisions, as well as the following:

1. Amend Section 37C-1, to simplify vacation accrual language for new managers, and grant the same level of benefit for current managers that meet the eligibility criteria;
2. Amend Section 37C-2, to provide protection for accrued leave for employees appointed to interim assignments in elected positions, revise severance language to reflect employment contracts and legal requirements, simplify vacation accrual language for new manager, and grant the same level of benefit for current managers that meet the eligibility criteria;
3. Amend Section 37C-3, to simplify vacation accrual language for new managers, and grant the same level of benefit for current managers that meet the eligibility criteria; and
4. Amend Section 37C-4.

EXECUTIVE SUMMARY

The Director of Human Resources requests the Board adopt a resolution amending the County Policy Manual Part 1, Section 37-C, Management Compensation Plans to reflect a number of changes intended to update old language, clarify ambiguous provisions and provide a consistent level of benefits for managers within the organization. Many of the changes are to clarify or update language that was ambiguous, out of date, not in line with current practice, or needed to reflect changes in the law and benefit provisions of the County's current benefit plans. All changes are reflected in the attached drafts of the revised plans.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

A review of the current Management Compensation Plans contained in the County Policy Manual Part 1, Section 37-C, 1-4, identified outdated and ambiguous language that required updating to be consistent with current health benefit plans and changes in law, and to provide consistent benefits to existing managers within the County. These Plans had not been updated in a comprehensive manner for many years. Some of the language is simply out of date due to changes in the County's health plans and other changes are proposed to provide consistency with the California Public Employees Retirement System (CalPERS) retirement regulations. Therefore, many of the proposed changes are simply to bring the Plans in line with the current practices and CalPERS regulations. Other provisions are ambiguous and have led to confusion with regard to interpretation. These changes are proposed in an effort to provide greater clarity and understanding of the plans, but do not represent substantive changes to the provisions. For example, a provision related to employment contracts needed to be amended to clarify the benefit and to reflect changes in the law. Changes related to vacation accrual for new managers are proposed to reduce confusion and facilitate easier administration, as the existing provisions are difficult to administer given limitations with the County's Human Resources Information System (HRIS). Further, in order to provide a consistent level of benefit to existing manager's within the County, vacation accrual benefits afforded to new managers will be provided to existing managers that meet the eligibility criteria.

Additionally, a number of changes are proposed to provide effective incentives for career advancement within the County. Policy 37C-2 includes a proposed change that will allow managers appointed to interim assignments in elected offices to retain their leave accruals if they are not ultimately elected to the position. In addition, the attached proposed revisions to Policy 37C-1 include extending POST educational incentive pay to Sheriff Captains and the Chief District Attorney Investigator in order to address compensation compaction issues with subordinate employees and provide incentives for career advancement within the safety classification structure. This proposed change is included for your approval in the Board letter regarding Safety Management Compensation Compaction Adjustments earlier in today's agenda, but presented here for clarity since it is a change to the Management Compensation Plan.

Therefore, it is requested that the Board approve the resolution amending County Policy Manual Part 1, Section 37C, 1-4, as proposed in the attached proposed plans, and as explained above.

SUPPORTING DOCUMENTS

- A . Resolution
- B . Exhibit A - Section 37C-1

- C . Exhibit A - Section 37C-1 (with track changes)
- D . Exhibit B - Section 37C-2
- E . Exhibit B - Section 37C-2 (with track changes)
- F . Exhibit C - Section 37C-3
- G . Exhibit C - Section 37C-3 (with track changes)
- H . Exhibit D - Section 37C-4
- I . Exhibit D - Section 37C-4 (with track changes)

CEO Recommendation: Approve

Reviewed By: Helene Franchi