



Agenda Date: 7/12/2005  
Agenda Placement: 6R

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Barbara Scriven for Dennis Morris - Director  
Human Resources  
**REPORT BY:** Barbara Scriven, Human Resources Analyst III, 253-4000  
**SUBJECT:** Amendments to the Management Compensation Plans

---

### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding amendments to the Management Compensation Plans, effective July 16, 2005:

1. Amend the Management Compensation Plan – Management Non-Classified (Other) to:
  - a. Provide severance pay to specified employees; and
  - b. Designate as at-will “Non-Classified (Other)” those vacant positions within the flexibly staffed Management Analyst series that are filled on or after July 16, 2005; and
  - c. Discontinue Management Pay after August 26, 2005 at which time such pay will be included in the regular salary of employees.
2. Amend the Management Compensation Plan – Management Non-Classified to:
  - a. Specify that severance pay shall be afforded upon termination and upon resignation in lieu of termination; and
  - b. Discontinue Management Pay after August 26, 2005 at which time such pay will be included in the regular salary of employees.
3. Amend the Management Compensation Plan – Management Classified to:
  - a. Discontinue Management Pay after August 26, 2005 at which time such pay will be included in the regular salary of employees; and
  - b. Amend Attachment 1, Part A, to delete the classification of Management Analyst I and to add the flexibly staffed classification of Senior Management Analyst (and to correspondingly delete Management Analyst III) which is part of the CEO Management Analyst series.

### **EXECUTIVE SUMMARY**

The board is requested to adopt a resolution making amendments to the County's management compensation plans. These plans are being amended to implement changes to the status of the Management Analyst series, where after July 16, 2005, individuals who did not have permanent status within the flexibly staffed Management Analyst series prior to July 16, 2005, who are appointed to or promoted into the flexibly staffed Management

Analysts series on or after July 16, 2005 will be at-will employees and designated as Management Non-Classified (Other). These policies are also being revised to discontinue the twice monthly "Management Pay" of \$130 after August 26, 2005, at which time such pay will be included in the regular salary of management employees.

There are three Exhibits to the resolution, each of which amends one of the following management compensations plans:

- | Exhibit A, Management Non-Classified (Other) (at-will, non-department head employees)
- | Exhibit B, Management Non Classified (department heads)
- | Exhibit C, Management Classified (general management employees)

### **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**

The Board is requested to adopt a resolution making amendments to the County's Management Compensation Plans. These Plans are being amended to implement changes to the status of the Management Analyst series, where any position within the flexibly staffed series that is vacant on or after July 16, 2005, will be designated as at-will, Management Non-Classified (Other). These policies are also being revised to discontinue the twice monthly "Management Pay" of \$130 after August 26, 2005, at which time such pay will be included in the regular salary of management employees.

In another action before the Board today, the County Executive Officer (CEO) has requested that the Board of Supervisors approve flexibly staffing the Management Analyst series from the Management Analyst I through the Principal Management Analyst level and gradually implement an at-will status for the Management Analyst series as vacant Management Analyst positions are filled on or after July 16, 2005. Converting these positions to flexibly staffed positions is expected to aid in the recruitment and retention of the best qualified employees and to provide the CEO greater flexibility in managing analyst responsibilities and assignments. Designating newly appointed Management Analysts as at-will employees when vacant Management Analyst positions are filled is consistent with recent practice with regard to senior or highly sensitive management positions, and is part of an effort to provide greater management accountability.

There are three Exhibits to the resolution, each of which amends one of the following management compensations plans:

- | Exhibit A, Management Non-Classified (Other)
- | Exhibit B, Management Non-Classified
- | Exhibit C, Management Classified

The amendments proposed in Exhibit A will amend the Management Non-Classified (Other) compensation plan to include at-will Management Analysts positions within the plan, identify under what circumstances Management Analysts shall become at-will employees (employees appointed into a position within the Management Analyst series on or after July 16, 2005), identify a list of Management Non-Classified (Other) employees as eligible for severance pay benefits of two or four biweekly pay periods (depending on time of service), identify the circumstances under which Management Non-Classified (Other) employees shall receive severance pay, and amend the plan to establish a sunset date of August 26, 2005 for the current twice-monthly "Management Pay" of \$130. After August 26, 2005, such compensation will be included in the regular salaries of Management Non-Classified (Other) employees.

The amendments proposed in Exhibit B will, in addition to clarifying the circumstances under which Management Non-Classified employees (department heads) shall receive severance pay, also establish a sunset date of August 26, 2005 for the current twice-monthly "Management Pay" of \$130. After August 26, 2005, such compensation will be included in the regular salaries of Management Non-Classified employees.

The amendments proposed in Exhibit C provide that employees holding positions within the flexibly staffed Management Analyst series prior to July 16, 2005 shall retain their designation as Management Classified employees even upon promotion within the series. Further, the Management Classified plan would be amended to delete the classification of Management Analyst I and add the flexibly staffed classification of Senior Management Analyst (and to correspondingly delete Management Analyst III) which is part of the CEO Management Analyst series. Lastly, the Management Classified plan would be amended to establish a sunset date of August 26, 2005 for the current twice-monthly "Management Pay" of \$130. After August 26, 2005, such compensation will be included in the regular salaries of Management Classified employees.

### **SUPPORTING DOCUMENTS**

- A . Resolution
- B . Exhibit A to Resolution
- C . Exhibit B to Resolution
- D . Exhibit C to Resolution
- E . Management Non-Classified (Other) plan with tracking
- F . Management Non-Classified plan with tracking
- G . Management Classified plan with tracking

CEO Recommendation: Approve

Reviewed By: Andrew Carey