

**RESOLUTION NO. 24-8930**

**RESOLUTION OF THE COUNTY OF PLUMAS REGARDING SALARY AND BENEFITS OF  
NON-REPRESENTED UNDERSHERIFF JOB CLASSIFICATION**

**WHEREAS**, the Board of Supervisors is empowered to establish compensation for Non-Represented employees; and

**WHEREAS**, the Government Code Sections 3500-3511, known as the Meyers-Milias-Brown Act allows for full communication between public employees; and

**WHEREAS**, the Meyers-Milias-Brown Act provides for a reasonable method of resolving disputes regarding wages, hours and other terms and conditions of employment; and

**WHEREAS**, pursuant to Government Code Section 3502, the classifications outlined in the Salary Ordinance as non-represented are not represented by a recognized bargaining unit; and

**WHEREAS**, Exhibit A attached hereto, specifies the salary applicable to the Undersheriff job classification.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Plumas, State of California, that this resolution will supersede and replace the Employment Agreement between the County and Undersheriff Chad Hermann and all amendments thereto; and

**BE IT FURTHER RESOLVED** that the salaries, benefits, and terms and conditions of employment for Undersheriff job classification are hereby established as follows:

**1. COMPENSATION**

**A. Base Salary & Lump Sum Payment**

The Undersheriff job classification is a full-time, FLSA-exempt, at-will position which is paid a base salary each pay period based upon an hourly rate described here. Effective July 1, 2023, through June 30, 2024, the top-step with Longevity Pay Undersheriff base salary is \$67.03 per hour calculated at 2,080 hours annual full-time work hours. Effective July 1, 2024, through June 30, 2025, the top-step with Longevity Pay Undersheriff base salary is \$69.60 per hour calculated at 2,080 hours annual full-time work hours. The Undersheriff Pay Schedule for Fiscal Year 2023-2024 and Fiscal Year 2024-2025 which includes these base salaries is attached and marked as Exhibit A.

Each top-step with Longevity Pay base salary step for the Undersheriff job classification is 7.0% below the top-step base salary step with Longevity Pay for the Sheriff job classification. The top-step with Longevity Pay salary step for the Undersheriff job classification will be adjusted to be 7.0% below the top-step with Longevity Pay salary step for the Sheriff job classification whenever the base salary for the Sheriff job classification changes.

The Undersheriff employed as of the date of this resolution will be paid on a one-time basis an additional \$2,500.00 minus applicable payroll deductions the first full pay period in 2024 after the Board of Supervisors adopts this Resolution.

**B. Merit Based Salary Step Advancement**

Advancement through the salary steps depends on satisfactory performance at the prior step for the equivalent of twelve (12) months of full-time compensated and continuous service before advancement to the next higher step measured from the date of hire.

Satisfactory performance may only be proven by a memorandum from the Sheriff to the Director of Human Resources documenting that the Sheriff found an Undersheriff to have provided satisfactory performance in a current performance evaluation completed by the Sheriff pursuant to Section 6 of this Resolution.

If the Sheriff denies an Undersheriff a merit advancement, the Sheriff shall provide written notice to that employee. The Undersheriff's performance shall be reevaluated within forty-five (45) days and if performance is satisfactory, the employee may be advanced to the next step effective the first pay period following the date of the re-evaluation report. If the employee's performance is not satisfactory in the re-evaluation, the employee shall not be eligible for a merit increase until their next anniversary date.

#### **C. Longevity Pay**

The Undersheriff job classification earns longevity pay, reportable to CalPERS as special compensation, beginning the first full month upon completing seven (7), ten (10), fourteen (14), eighteen (18) and twenty-one (21) years of regular full-time continuous and compensated service measured from the date of hire. However, longevity pay for which the Undersheriff job classification qualifies as of the date the Board of Supervisors adopts this Resolution will be paid on a prospective but not retroactive basis. Each longevity increment constitutes a five percent (5.0%) ongoing increase calculated on the employee's current hourly base rate of pay. Longevity pay compounds. The maximum longevity pay constitutes a twenty-five percent (25.0%) ongoing increase calculated on the employee's current hourly base rate of pay upon completion of twenty-one (21) years of continuous and compensation service.

#### **D. Unpaid Furlough**

The Board of Supervisors may place the Undersheriff in an unpaid furlough status consistent with applicable law and County Personnel Rule 14.

### **2. AT-WILL EMPLOYMENT**

The Undersheriff job classification is an at-will position which is subordinate to and reports to the Sheriff. The Sheriff may terminate an Undersheriff's employment at any time for any lawful reason.

### **3. BENEFITS**

Benefits are subject to change from time-to-time as a result of changes in law and/or updates to this Resolution made by the Board of Supervisors.

#### **A. Insurance**

The Undersheriff job classification receives medical, vision, dental and life insurance benefits consistent with Section 12.01 of the current Memorandum of Understanding between the County and the Sheriffs Employees Association Mid-Management bargaining unit. The specific benefits, County and employee financial contributions to pay the premiums for those benefits and opt-out incentives all apply to the Undersheriff job classification.

#### **B. Retirement**

An employee in the Undersheriff job classification determined by CalPERS to be a "classic" member receives a retirement pension based upon the 3.0% at age 55 formula. A "classic" Undersheriff shall pay 4.0% of their pensionable compensation as determined by CalPERS to contribute to the cost of

their pension. The County shall pay the additional 5.0% of pensionable compensation as determined by CalPERS on the classic Undersheriff's behalf in addition to paying the County's share of pension cost.

An employee in the Undersheriff job classification determined by CalPERS to be a "new" member (also known as a "PEPRA" member) receives a retirement pension based upon the 2.0% at age 62 formula. The details associated with the pension benefit are contained in the County's contract for public safety employee pensions with CalPERS. A "new/PEPRA" Undersheriff shall pay 50.0% of the normal cost to contribute to the cost of their pension as determined by CalPERS.

The County will administer changes to pension contributions consistent with Section 13.02 of the current Memorandum of Understanding between the County and the Sheriffs Employees Association Mid-Management bargaining unit.

#### **C. Retired Employee Health Plan**

An employee in the Undersheriff job classification receives retiree medical benefits consistent with County Personnel Rule 21.02(2).

### **4. LEAVES**

#### **A. Vacation Leave**

An employee in the Undersheriff job classification accrues paid vacation on the following accrual schedule:

Date of Hire to completion of 24 months of service = 10 days of paid vacation per year.

Beginning of 25 months to completion of 84 months of service = 15 days of paid vacation per year.

Beginning of 85 months through end of employment = 21 days of paid vacation per year.

The maximum vacation accrual for the Undersheriff job classification is two times the employee's annual vacation accrual. For example, an Undersheriff with one hundred months of County service may accrue a maximum of forty-two days of vacation. Each year begins on the employee's anniversary date. Vacation shall be cashed-out as provided in County Personnel Rule 20.03.

#### **B. Sick Leave**

An employee in the Undersheriff job classification accrues 15 days of paid sick leave each year. There is no maximum sick leave accrual for the Undersheriff job classification. Each year begins on the employee's anniversary date. The County shall cash-out accrued sick-leave at the end of employment as provided in County Personnel Rule 20.01(3). However, any accrued sick-leave hours that the employee converts to retired employee health benefits consistent with Section 12.02 of the Sheriffs Employees Association Mid-Management bargaining unit MOU will not be cashed-out.

#### **C. Administrative Leave**

An employee in the Undersheriff job classification accrues 40 hours of administrative leave each calendar year. Administrative leave does not carry-over from calendar year to calendar year. Unused administrative leave expires at the end of each calendar year and expires at the end of employment. Administrative leave may not be cashed-out.

**D. Holidays**

An employee in the Undersheriff job classification receives paid holidays consistent with County Personnel Rule 20.06.

**E. Bereavement Leave**

An employee in the Undersheriff job classification may receive 5 days of paid bereavement leave per family member death as provided in County Personnel Rule 20.05.

**F. Compensatory Time-Off**

The Undersheriff job classification is FLSA exempt and therefore does not accrue overtime and/or compensatory time-off. Any compensatory time-off balance associated with an incumbent in the Undersheriff job classification will be cashed-out at the employee's current salary following Board of Supervisors adoption of this Resolution or an incumbent being hired as the Undersheriff.

**G. Other Forms of Paid and Unpaid Leave**

An employee in the Undersheriff job classification may use paid and/or unpaid leaves for subjects not addressed in subsections A through E above as provided in County Personnel Rules 19 and 20.

**5. ALLOWANCES**

**A. Professional Dues**

The County shall pay for each Undersheriff's professional dues, memberships and related conference travel for approved professional development memberships and activities. Approval must be obtained as part of the annual budget process.

**6. PERFORMANCE EVALUATIONS**

The Sheriff shall conduct an annual performance evaluation in conformance with County Personnel Rule 15 for each employee in the Undersheriff job classification on or about their anniversary date each year. The Sheriff shall meet with the employee to discuss the evaluation, receive the employee's input and discuss goals for the following year.

**7. PERSONNEL RULES AND OTHER EMPLOYMENT POLICIES**

The County's Personnel Rules as well as other individual employment policies universally applicable to the workforce apply to the Undersheriff job classification unless this Resolution provides a different rule or benefit for the Undersheriff.

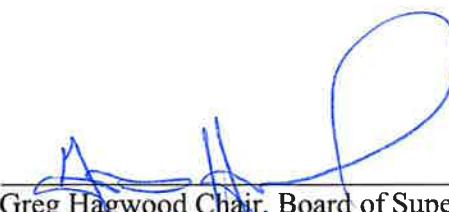
**PASSED AND ADOPTED** by the Plumas County Board of Supervisors this 9<sup>th</sup> day of July 2024, by the following vote:

AYES: Supervisors: Ceresola, McGowan, Goss, Engel, Hagwood

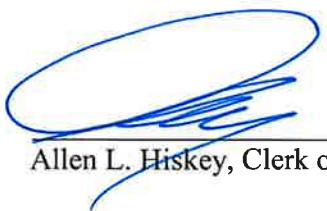
NOES:

ABSENT:

ATTEST:



Greg Hagwood Chair, Board of Supervisors



Allen L. Hiskey, Clerk of the Board

**Exhibit A - FY '23-'24 & '24-'25 Undersheriff Salary Schedule**

	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
Undersheriff Salary FY 23-24	\$43.18	\$45.34	\$47.61	\$50.00	\$52.50	\$55.13	\$57.89	\$60.79	\$63.83	\$67.03
Sheriff Salary FY 23-24	\$56.47									
Sheriff Salary FY 24-25 (3.84% CPI eff. 6-30-2024)	\$58.64									
Undersheriff Salary FY 24-25	\$44.82	\$47.07	\$49.43	\$51.91	\$54.51	\$57.24	\$60.11	\$63.12	\$66.28	\$69.60