

SECOND READING - CONTINUED FROM 2/18/25

AGENDA NO. _____ February 18, 2025



Lakeside Plaza Building
1401 Lakeside Drive, Suite 500
Oakland, CA 94612-4305
TDD: (510) 272-3703

February 18, 2025

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: ADOPT: 1) SALARY ORDINANCE AMENDMENTS TO UPDATE APPLICABLE SECTIONS OF ARTICLES 1, 3, 6 AND 7; AND 2) ADMIN CODE AMENDMENTS TO UPDATE APPLICABLE SECTIONS OF CHAPTERS 3.12, 3.20, 3.24, 3.28, 3.44 AND 3.64 TO APPLY SALARY ADJUSTMENT AND BENEFIT PROVISIONS TO CERTAIN UNREP M-DESIGNATED CLASSES AND CLEAN-UP FOR UNREP NON-MGMT CLASSES

Dear Board Members:

RECOMMENDATIONS:

Adopt the following:

- A. Salary Ordinance amendments to update:
- i. Article 1 (Applicable Pay Rates), Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to reflect special salary adjustments for certain Unrepresented M-designated classifications effective February 16, 2025; and to update the salaries for the classifications of Deputy Director of Child Support Services (Job Code ("JC") 3165), located in the Alameda County Child Support Services ("ACCS"), by lowering the maximum salary rate by 15% and adjusting the spread of the salary range to approximately 27.6%, and the Director of Social Services (JC 6085), located in the Social Services Agency ("SSA"), by increasing the salary by ten percent (10%), both effective January 19, 2025;
 - ii. Article 3, Section 3-6 (County Administrator Department), to add new subsection 3-6.18 to establish a footnote for one (1) employee in the classification of Executive Assistant to the County Administrator (JC 1229) in the County Administrator's Office ("CAO"), when assigned the responsibilities of supervising paraprofessional and professional staff and overseeing the administrative support functions of the CAO, to receive up to an additional ten percent (10%) compensation of the base pay effective March 2, 2025;
 - iii. Article 6 (Additional Compensation), Sections 6-2 (Split Shift and Night Shift Work) to increase the split and night shift differentials to seven and one-half percent (7.5%) for unrepresented M-designated employees effective February 16, 2025; 6-3 (Standby Pay) to establish on-call pay for certain unrepresented M-designated employees when assigned to be the First Call Duty Officer for the Alameda County Health Public Health Department effective February 16, 2025; 6-5 (Temporary Assignment to Higher-Level Vacancy) to remove the 60-day waiting period for unrepresented M-designated employees to be compensated when formally assigned, on a temporary basis, to a higher-level position effective January 19, 2025, including non-substantive cleanup language; and 6-8 (Positions Designated Bilingual) to increase bilingual pay by five dollars (\$5) per pay period for each level effective February 16, 2025; and
 - iv. Article 7 (Provisions Applicable to Persons in Classifications Designated EM, SM, PA, CA, MA, OR M), Sections 7-4 (Vacation Sellback) to remove obsolete language for unrepresented employees and add language codifying applicable provisions for unrepresented non-management employees; 7-5 (Paid Leave)

An Equal Opportunity Employer

to increase paid leave to 64-hours effective January 19, 2025 for unrepresented M-designated employees and eliminate paid leave for Fair Labor Standards Act (“FLSA”) non-exempt unrepresented M-designated employees hired on or after January 4, 2026; 7-10 (Cafeteria Benefit Plan: Amount of Allocable Money) to clean-up language throughout; 7-17 (Professional Incentive Pool), Effective Fiscal Year 2025/2026, to increase the maximum reimbursement an employee can receive from the Professional Incentive Pool; 7-20 (Retirement), Effective February 16, 2025, to increase the Employer Paid Member Contribution (“EPMC”) from two percent (2%) to three percent (3%) for employees with 20 years of service; and non-substantive language cleanup to said Sections.

B. Administrative Code amendments to update:

- i. Chapter 3.12 (Leaves of Absence), Sections 3.12.120 (Pregnancy and child bonding leave) and 3.12.160 (Child bonding leave) to clean-up language to clarify eligible leave for unrepresented employees, add language to allow use of sick leave while on approved child bonding and delete existing language in 3.12.160 and replace with “Leave for reproductive loss”;
- ii. Chapter 3.20 (Sick Leave), Sections 3.20.010 (Sick leave defined) to update the definition of sick leave; 3.20.110 (Family sick leave) to increase Family Sick Leave days to twelve (12) effective February 16, 2025; and 3.20.160 (Catastrophic sick leave program for unrepresented employees) to allow donations for catastrophic leave for an employee caring for an eligible family member and allow unlimited amounts of leave to be donated;
- iii. Chapter 3.24 (Vacations), Section 3.24.150 (Personal leave) to increase the personal leave days to three (3) for unrepresented M-designated employees effective January 19, 2025;
- iv. Chapter 3.28 (Overtime), Sections 3.28.010 (Definitions) and 3.28.050 (Requirement of actual work) to include non-substantive clean-up and clarifying language applicable to unrepresented non-management employees;
- v. Chapter 3.44 (Grievance Procedures), Section 3.44.030 (Departmental review and adjustment of grievance) to increase the time to respond between each step to 10-working days, including non-substantive clean-up language; and
- vi. Chapter 3.64 (Employee Health and Welfare Benefit Program), Sections 3.64.050 (County medical and dental contribution) and 3.64.100 (Long term disability insurance policy for unrepresented employees) to make non-substantive clean-up in each Section, including reference to unrepresented non-management in Section 3.64.100 (Long term disability insurance policy for unrepresented employees).

DISCUSSION/SUMMARY:

Historically, employees in unrepresented M-designated classifications related to the Alameda County Management Employees Association General Government and Confidential Units (“ACMEA GG and C Units”) received the same general wage increases and benefit provisions as negotiated in the ACMEA GG and C Units Memoranda of Understanding (“MOUs”). The ACMEA GG and C Units MOUs were adopted by your Board on January 14, 2025. Your Board previously approved general wage increases of six percent (6%) and five percent (5%) for unrepresented M-designated classifications effective May 12, 2024 and December 22, 2024, respectively, and as such, staff recommends only extending certain benefit provisions negotiated with ACMEA GG and C Units to the unrepresented M-designated classifications. Staff also recommends special salary adjustments for certain unrepresented M-designated classifications, effective February 16, 2025, to address compaction and internal alignment issues based on special adjustments for specified classifications agreed to in the successor 2023-2027 ACMEA GG and C Units MOUs. The recommended changes are outlined in the attached Salary Ordinance and Administrative Code amendments.

Additionally, the ACCSS requested that the Human Resource Services (“HRS”) Department conduct a salary analysis of the unrepresented classification of Deputy Director of Child Support Services (JC 3165), in anticipation of opening a recruitment in early 2025. The single-position classification is responsible for directing program activities and implementing departmental policies and procedures with general oversight by the Director of Child Support Services.

Staff conducted an external salary survey of the five (5) Bay Area counties, as well as an internal analysis, specifically comparing County of Alameda (“County”) agencies/departments with similar structures to ACCSS and assessed the scope of duties and responsibilities, including the reporting structures between the deputy director and the director classifications of those agencies/departments. Staff’s review indicates that the Deputy Director of Child Support Services (JC 3165) is well-above market median and the salary difference between the director- and deputy director-level is only approximately five percent (5%). As such, staff recommends reducing the maximum salary rate by 15% and adjusting the spread of the salary range to approximately 27.6% for the Deputy Director of Child Support Services (JC 3165) classification effective January 19, 2025, as outlined in the attached Salary Ordinance amendment. As a result of the recommended salary reduction, the Deputy Director of Child Support Services (JC 3165) classification will remain approximately four percent (4%) above market median and will be approximately 21% below the Director of Child Support Services (JC 3170) classification, which is consistent with the salary difference of other County agency/department director and deputy director classifications.

Further, staff conducted a salary analysis of the Director of Social Services (JC 6085) classification as part of the County’s ongoing review of classifications. The Director of Social Services (JC 6085) operates at the highest policy-making level in SSA and is responsible for advising and making recommendations to your Board, the County Administrator and various other governing bodies on all matters that affect the County’s welfare and social services.

Staff also completed a comprehensive salary analysis of the Director of Social Services (JC 6085) classification by conducting a salary survey of the five (5) Bay Area counties, and comparing other County agencies/departments with a similar structure to SSA to ensure the salary is appropriately aligned. The results of the analysis determined that the Director of Social Services (JC 6085) classification is below the median by approximately 8.87%. Staff recommends a ten percent (10%) special salary adjustment for the Director of Social Services (JC 6085) classification to ensure market competitiveness of this critical and essential position effective January 19, 2025 as outlined in the attached Salary Ordinance amendment.

Lastly, at the request of the CAO, staff conducted a review of additional duties currently assigned to the employee in the classification of Executive Assistant to the County Administrator (JC 1229) and determined that the additional duties assigned to said employee are outside the scope of their classification. In addition to the regular duties of secretarial and administrative support to the County Administrator, the employee is responsible for supervising paraprofessional and professional staff and overseeing the overall administrative support functions within the CAO. Staff recommends a footnote of up to ten percent (10%) additional compensation of the base salary effective March 2, 2025, as outlined in the attached Salary Ordinance amendment.

SELECTION CRITERIA:

N/A

FINANCING:

Funds are available in the 2024-2025 Approved Budget and will be included in future years’ requested budgets to cover the costs resulting from the recommendations.

VISION 2026 GOAL:

The recommendations meet the 10x goal pathways of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,

DocuSigned by:

Margarita Zamora

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Margarita Zamora, Director
Human Resource Services

c: CAO
Auditor-Controller
County Counsel
Agency/Department Heads

Ordinance No.

By 
Kristy van Herick, Asst. County Counsel

**AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2024 – 2025
COUNTY OF ALAMEDA SALARY ORDINANCE**

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Article 1, Section 1-1, Subsection 1-1.1 of the County of Alameda Salary Ordinance is hereby amended thereto of the following job codes, titles, and salaries, effective on the dates as listed below:

Job Code	Mgmt	Classification Title	Unit Code	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	FLSA
3165	EM	Deputy Dir, Dept Child Svs	051	1/19/2025	7028.80				8970.40	X
6085	SE	Dir of Social Services	071	1/19/2025	10628.00				13633.60	X
1348	CA	Human Resources Speclst, ACERA	066	2/16/2025	3539.20				5579.20	X
0424	SM	Info Systems Director	U15	2/16/2025	5584.00				7820.80	X
3162	SM	Policy Manager, DCSS	U15	2/16/2025	5436.00				6609.60	X
5065	SM	Ast Dir, For, Div,andRe-Entry	U45	2/16/2025	6284.00				8021.60	X
5074	SM	For, Div,andRe-Entry Director	U45	2/16/2025	7115.20				8650.40	X
5078	SM	Deputy Director, Behav Health	U45	2/16/2025	7648.80	8038.40	8432.00	8666.40	9315.20	X
5091	SM	Dir, Adt Oldr Ad Sys of Care	U45	2/16/2025	6443.20				7834.40	X
5390	PA	Deputy Dir, Pub Hlth Nrsg	U45	2/16/2025	6806.40				8389.60	X
5782	SM	Epidemiology Research Scient	U45	2/16/2025	4829.60				5960.80	X
5783	SM	Dir of Epidemiology and Eval	U45	2/16/2025	4813.60				6447.20	X
0268	CA	Business Analyst	U50	2/16/2025	4822.40				6032.00	X
0272	PA	Assistant Business Analyst	U50	2/16/2025	4440.80				5579.20	X
0283	CA	Labor Relations Analyst I	U50	2/16/2025	3884.00				5579.20	X
0296	SM	TAP Program Manager	U50	2/16/2025	4957.60				6029.60	X
0462	SM	Departmntal HR Manager	U50	2/16/2025	4957.60				6029.60	X
0463	SM	Med Lvs and Accm Srvs Admin	U50	2/16/2025	5561.60				6759.20	X
0467	CA	Med Lvs and Accm Srvs Case Mgr	U50	2/16/2025	3884.00				5579.20	X

SECTION II

Article 3, Section 3-6 (County Administrator Department), Subsection 3-6.18 of the County of Salary Ordinance is hereby added to read as follows:

3-6.18 - Effective March 2, 2025, not to exceed one (1) employee in Job Code 1229, when assigned to supervise and oversee paraprofessional and professional staff performing office management, countywide budget support, payroll and other administrative functions in the County Administrator's Office, shall receive up to an additional ten percent (10%) compensation of the base salary.

SECTION III

Article 6, Sections 6-2, 6-3, 6-5 and 6-8 of the County of Alameda Salary Ordinance are hereby amended by the addition thereto of the following underlined language and the deletion of the following stricken language:

SECTION 6-2. SHIFT AND NIGHT SHIFT WORK

...

Effective January 7, 2024, employees in unrepresented non-management employees in classifications related to the Service Employees International Union, Local 1021, who are required to work a split shift or a night shift as defined in this Section, shall be paid at a rate of seven and one-half percent (7.5%) over and above their normal biweekly or hourly rate of pay for the entire shift worked.

Effective February 16, 2025, employees in unrepresented M-designated classifications related to the ACMEA General Government and Confidential Units, who are required to work a split shift or a night shift as defined in this Section, shall be paid at a rate of seven and one-half percent (7.5%) over and above their normal biweekly or hourly rate of pay for the entire shift worked.

SECTION 6-3: STANDBY DUTY

...

Effective February 16, 2025, an employee who is in an unrepresented M-designated classification (Job Codes 5390 and 5046) and required to perform the functions of the First Call Duty Officer for Alameda County Health and is 1) assigned to be on-call for one (1) full calendar week (seven (7) consecutive days, including evenings and weekends); 2) restricted from traveling and partaking in outside activities that would prohibit them from being able to perform the on-call work, if called; and 3) required to respond to calls and report onsite, if necessary, within a specific timeframe as determined by the Director of Health Care Services, or their designee shall be compensated \$350 each week when assigned. This provision shall be limited to up to one (1) employee per week and up to two (2) employees per week during preceptorship (combined with the provision established for employees represented by the Alameda County Management Employees Association General Government Unit), as determined by the Director of Health Care Services.

SECTION 6-5: TEMPORARY ASSIGNMENT TO HIGHER-LEVEL VACANCY

A. An employee specifically assigned on a temporary basis to a higher-level position in which there is no appointed incumbent or in which the appointed incumbent is on paid or unpaid leave, shall be compensated at the pay rate for the higher-level position if the service in such position exceeds ten (10) days in any twelve (12) month period, which payment shall be retroactive to the first (1st) day of such services; provided however, that the full range of duties of the higher-level position has been specifically assigned in writing by the Department Head or his/her/their designee. The rate of pay pursuant to this section shall be calculated as though the employee had been promoted to the higher-level position. However, the rate of pay for non-elected Board of Supervisors (BOS) interim department head assignments will be set at the Board's discretion up to the top of range, for the following Job Codes 0035SE, 2950SE, 4190SE, 3260SE, 0190SE, 5050SE, 0295SE, 1849SE, 3170SE, 2055SE, 3140SE, 6150SE, 1005SE, and 6085SE.

B. The provisions of this section shall apply to a person employed in a position designated EM, SM, PA, CA, MA or M while temporarily assigned to a higher-level designated EM, SM, PA, CA, MA or M position, provided that the assignment is for a period of at least sixty (60) consecutive work-days. The County Administrator and Director of Human Resource Services may waive or reduce the requirement that the employee be assigned to higher level position for a period of at least sixty (60) consecutive work-days in those instances in which they determine that the requirement is likely to impair efficiency or result in a serious inequity. However, the 60-day consecutive workday waiting period shall be deemed automatically waived for non-elected BOS interim department head assignments serving in the following Job Codes 035SE, 2950SE, 4190SE, 3260SE, 0190SE, 5050SE, 0295SE, 1849SE, 3170SE, 2055SE, 3140SE, 6150SE, 1005SE, and 6085SE.

Effective January 19, 2025, the 60-day consecutive workday waiting period shall no longer apply to unrepresented M-designated employees and such employees shall be compensated in accordance with subsection 6-5.A.

SECTION 6-8: POSITIONS DESIGNATED BILINGUAL

Effective October 3, 2010, unless otherwise provided in a current, valid Memorandum of Understanding, upon recommendation of the Agency/ Department Head and approval of the Director of Human Resource Services, an employee occupying a position designated as requiring fluency in a language other than English shall receive an additional compensation of \$40 per biweekly pay period.

~~Effective March 13, 2016, for unrepresented non-management employees, the compensation provided in this Section shall be increased from \$40 to \$55 for an employee occupying a position designated as requiring fluency in a language other than English and from \$45 to \$60 for an employee occupying a position requiring fluency in two (2) or more languages other than English.~~

Effective ~~December 30, 2018~~February 16, 2025, for unrepresented M-designated employees, the compensation provided in this Section shall be increased from ~~\$40 to \$55~~ to \$60 for an employee occupying a position designated as requiring fluency in a language other than English and from ~~\$45 to \$60~~ to \$65 for an employee occupying a position requiring fluency in two (2) or more languages other than English.

...

SECTION IV

Article 7, Sections 7-4, 7-5, 7-10 and 7-17, of the County of Alameda Salary Ordinance are hereby amended by the addition thereto of the following underlined language and the deletion of the following stricken language:

SECTION 7-4: VACATION SELLBACK

Unless otherwise provided in this Section, an employee accruing vacation at the rate of ten (10) working days or more per year may receive equivalent cash payment for up to five (5) vacation days per fiscal year. An employee accruing vacation at a rate of twenty (20) working days per year may receive equivalent cash payment for up to ten (10) vacation days per fiscal year. This benefit shall be prorated for part time employees based upon the proportion of the normal 40-hour workweek for which the employee is regularly scheduled to work. In lieu of, or in addition to the foregoing, an employee may have accrued vacation leave credited against the employee's his/her transition pay obligation to the County. Vacation sellback under this subsection is in addition to the amount of sellback that can be used to purchase Long-Term Disability Insurance (Section 3.64.100). Requests for vacation sellback are irrevocable.

...

~~D. Effective July 1, 1995 an unrepresented employee may receive equivalent cash payment for up to 15 vacation days per fiscal year. This benefit shall be prorated for part time employees based upon the proportion of the normal 40 hour workweek for which the employee is regularly scheduled to work. In lieu of, or in addition to the foregoing, an employee may have accrued vacation leave credited against his/her transition pay obligation to the County. In addition, employees may sell up to 10 additional days (prorated for part time employees) to be used solely for the purchase of Long Term Disability Insurance.~~

~~E. Effective July 1, 2007, in Fiscal Years 2007-2008 and 2008-2009, an unrepresented employee may sell back an additional five days of vacation.~~

...

~~S. Effective July 1, 2011, each unrepresented management employee may increase the yearly maximum vacation sellback from fifteen (15) days to twenty (20) days in Fiscal Year 2011-2012. The yearly maximum vacation sellback for unrepresented management employees shall return to fifteen (15) days in Fiscal Year 2012-2013.~~

...

X. Effective July 1, 2024, unrepresented non-management employees who are accruing at least fifteen (15) days of vacation may receive equivalent cash payment for up to ten (10) vacation days per fiscal year and employees accruing at least twenty (20) days of vacation may receive equivalent cash payment for up to fifteen (15) days per fiscal year. This benefit shall be prorated for part-time employees based on the proportion of the normal thirty-seven and one-half (37.5) or forty (40) hour workweek for which the employee is regularly scheduled to work.

SECTION 7-5: MANAGEMENT PAID LEAVE

This plan recognizes that the time required by management (M-designated) employees to complete their duties is not limited by the length of the normal County workweek by allowing employees management paid leave ("MPL") ~~of absence~~ in each calendar year, as follows:

A. Exempt M-designated employees.

1. Each exempt unrepresented employee, who, as an executive, administrative, or professional employee, is exempt from the overtime provisions of the Fair Labor Standards Act, shall receive seven (7) days of ~~paid leave MPL of absence~~ in each calendar year in recognition of time worked in excess of the normal County workweek, to be scheduled by the employee, subject to the approval of the department head, and to be taken only within that calendar year. Effective January 19, 2025 and continued each calendar year, employees shall receive one (1) additional day (8-hours, for a total of 64 hours and prorated as noted in 3. below) of MPL.
2. Additionally, each exempt employee represented by the ACMEA in Representation Units R15, R44, R45, R48, R49, and R50; ACMEA in Representation Units 029 & 075; and the Professional Association of County Employees in Representation Units S06 and S25, who is an executive, administrative, or professional employee exempt from the overtime provisions of the Fair Labor Standards Act, shall receive seven (7) days (prorated as noted in 3. below) of paid leave of absence in each calendar year to be scheduled by the employee, subject to the approval of the Agency/Department Head, and to be taken only within that calendar year.
3. An employee appointed after the start of the calendar year shall receive ~~paid leave of absence MPL~~ prorated ~~at the rate of 4.67 hours~~ for each month or any part of a month to be worked thereafter during the remainder of the calendar year. Paid leave MPL shall be prorated for part time employees based upon the proportion of the normal 40-hour workweek for which the employee is regularly schedule to work.

B. Non-exempt M-designated employees.

1. Each non-exempt unrepresented management employee shall receive three (3) days of paid leave of absence in each calendar year to be scheduled by the employee, subject to the approval of the department head, and to be taken only within that calendar year.
 - a. Employees Hired on or After the Pay Period Beginning January 4, 2026: Employees who are newly hired, promoted, reinstated, demoted or appointed through any other method into an M-designated FLSA non-exempt position are not eligible for MPL.
2. Additionally, each non-exempt M-designated employee ~~represented by ACMEA in Representation~~

~~Units R15, R44, R45, R48, R49, and R50~~; represented by ACMEA in Representation Units 029 & 075; represented by the Professional Association of County Employees in Representation Units S06 and S25; and employees represented by the Civil Engineers Management Unit in Representation Unit 030 shall receive three (3) days of paid management leave of absence in each calendar year to be selected by the employee, subject to the approval of the department head, and to be taken only within that calendar year.

3. An employee appointed after the start of the calendar year shall receive paid leave of absence prorated at the rate of 2.0 hours for each month or any part of a month to be worked thereafter during the remainder of the calendar year. Paid leave shall be prorated for part time employees based upon the proportion of the normal 40-hour workweek for which the employee is regularly scheduled to work.
- C. ~~MPL Paid leave~~ allowed pursuant to subsections A. and B. above shall be scheduled by mutual agreement of the employee and the agency/department head and taken within the calendar year in which it was granted. The ~~MPL Paid Leave~~ allocation will appear in the leave balances on the first paycheck in the month of January of each year. Days that for any reason are not taken in the calendar year earned shall not thereafter be paid in any form.

SECTION 7-10. CAFETERIA BENEFIT PLAN: AMOUNT OF ALLOCABLE MONEY

To help offset employee costs toward the Cafeteria Benefit Plan (as outlined in Section 7-9 (Cafeteria Benefit Plan: Purpose)), the County provides eligible employees with a County Allowance each Plan Year. County contributions are made on a semi-monthly basis and subject to proration in advance of the Plan Year for employees regularly scheduled to work less than full-time based upon the hours which the employee has been regularly scheduled to work.

...

Unrepresented Management (M-Designated):

~~Effective January 1, 2019, unrepresented M-designated full-time employees are eligible for a cafeteria benefit plan. The County Allowance is in the amount of three thousand three hundred dollars (\$3,300); and effective January 1, 2022, the cafeteria benefit plan County Allowance amount shall be increased to three thousand five hundred dollars (\$3,500) per Plan Year ("PY"). This amount shall be prorated in advance of the calendar year for employees regularly scheduled to work less than full-time based upon the hours which the employee has been regularly scheduled to work.~~

Unrepresented Non-Management: Effective January 1, 2022, unrepresented non-management full time employees, except for unrepresented Services-as-Needed (SAN); Temporary Assignment Pool (TAP); and Intermittent; are eligible for a ~~cafeteria benefit plan~~ County Allowance in the amount of one thousand two hundred dollars (\$1200) for the calendar year.

Proration:

~~An employee appointed to a position in a classification with a Job Code suffix EM, SM, CA, PA, MA, SE or M shall be entitled to a prorated amount of the cafeteria plan benefit based upon the number of pay periods to be worked full-time during the remainder of the calendar year, except that employees appointed during the two last full pay periods, and any following partial pay period, prior to December 31 shall not be eligible for plan benefits until the following calendar year. Effective January 1, 2014, the Plan was amended to include Dependent Care Assistance and Adoption Assistance.~~

~~Effective January 1, 2022, unrepresented non-management full-time employees, except for unrepresented Services-as-Needed (SAN); Temporary Assignment Pool (TAP); and Intermittent; are eligible for a cafeteria benefit plan County Allowance in the amount of one thousand two hundred dollars (\$1200) for the calendar year. This County Allowance amount shall be prorated in advance of the calendar year for employees regularly scheduled to work less than full-time based upon the hours which that the employee has been regularly~~

scheduled to work. Employees who are hired or become eligible after January 1st shall be entitled to a prorated County Allowance amount based upon the number of pay periods to be worked during the remainder of the calendar year, except that employees appointed during the last two (2) full pay periods, and any following partial pay period, prior to December 31 shall not be eligible for plan benefits until the following calendar year. The maximum County Allowance amount available to employees who reinstate in the same calendar year shall not exceed ~~\$1200~~ the respective Plan Year amount minus the cafeteria benefit plan County Allowance amount already received by employees during that same calendar year. Effective January 1, 2014, the Plan was amended to include Dependent Care Assistance and Adoption Assistance.

SECTION 7-17: PROFESSIONAL INCENTIVE POOL

~~Effective on the dates indicated below, e~~ Eligible unrepresented M-designated employees in units U15, U44, U45, U49, U50, U53, U61, U65, 043, 046, 051, 066 and 071, may submit a request for an educational plan, on the appropriate request form provided by the Auditor-Controller's Office, for reimbursement under the Professional Incentive Pool to the respective Agency/Department Head. Upon the approval of the Agency/Department Head of any plan submitted by an employee to engage in job-related educational courses which shall maintain or upgrade the employee's skills on the job, or prepare the employee for promotional opportunities, the County shall pay up to \$700 per employee per fiscal year ("FY") upon submission of evidence of successful completion of the course. More than one (1) educational plan may be approved in any fiscal year FY, but in no event shall the stipend exceed \$700 per employee, per fiscal year FY. Effective FY 2025/2026, the individual maximum an employee may be reimbursed shall be increased to \$1,500. The maximum County liability under this section shall not exceed \$75,000 in any fiscal year FY; except as herein provided. The remaining pool shall not roll over year to year. Employees shall receive such stipends on a first come-first served basis each fiscal year FY. Requests submitted within the ~~Fiscal Year FY~~ will be allotted towards the maximum amount per employee, for that ~~Fiscal Year FY~~, as well as the total maximum County liability, for that ~~Fiscal Year FY~~. Claims for eligible expenses incurred in the prior ~~fiscal year FY~~ must be submitted to the Auditor's Office for receipt no later than August 1st. After August 1st of each ~~Fiscal Year FY~~, the Professional Incentive Pool for the prior ~~Fiscal Year FY~~ will be closed and claims will no longer be accepted.

...

~~B. Effective Fiscal Year 2018/2019, for Unrepresented Management employees in units U15, U44, U45, U49, U50, U53, U61, U65, 043, 046, 051, 066 and 071, upon the approval of the Agency/Department Head of any plan submitted by an employee to engage in job-related educational courses which shall maintain or upgrade the employee's skills on the job, or prepare the employee for promotional opportunities, the County shall pay up to \$700 per employee per fiscal year upon submission of evidence of successful completion of the course. More than one educational plan may be approved in any fiscal year, but in no event shall the stipend exceed \$700 per employee, per fiscal year. The maximum County liability under this section shall not exceed \$75,000 in any fiscal year; except as herein provided. The remaining pool shall not roll over year to year. Employees shall receive such stipends on a first come-first served basis each fiscal year.~~

SECTION V

Article 7, Section 7-20 (Retirement) of the County of Alameda Salary Ordinance is hereby amended by the deletion of the following stricken language effective February 16, 2025:

SECTION 7-20. RETIREMENT

Eligible employees become members of the Alameda County Employee Retirement Association ("ACERA").

The County of Alameda ("County") contribution, or employer paid member contribution ("EPMC"), set forth in item #1 ("Classic" Members) shall be for eligible unrepresented management employees in Representation Units U15, U44,

U45, U49, U50, U65, 046, 051, 066, and 068, who are full-time employees on full-time paid status. If the employee is on paid status less than full-time, the County contribution shall be prorated each pay period based upon pensionable earnings within that biweekly pay period to the normal full-time biweekly pay period for the job classification.

1. **“Classic” Members:** Effective December 22, 2002, for employees who are “classic” members of ACERA, the County shall contribute toward the employee contribution to ACERA in an amount equal to three percent (3%) of the employee’s salary.

Effective December 22, 2002, for employees who are 30-year members of ACERA and no longer make contributions to ACERA because they are 30-year members, the County shall pay an amount equal to three percent (3%) of the employee’s salary to a 401(A) Plan.

2. **“New” Members:** Employees who are Tier 4 members of ACERA are excluded from the provision of item #1 (“Classic” Members), above.

~~3. **EPMC Amendment:** Effective May 12, 2024, for employees (except for employees in Job Codes 0053 and 0055) completing twenty (20) or more years of continuous service (equivalent to or at least 41,600 or 39,000 total service hours for 80-hour or 75-hour classifications, respectively), the County’s EPMS or contribution to the 401(A) Plan as provided in item #1 (Tier 2A “Classic” Members) shall be reduced from three percent (3%) to two percent (2%).~~

The contributions set forth in this provision by the County to ACERA are being paid in lieu of wages and shall be reported as normal contributions and credited to member accounts. Employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the County to ACERA or the 401(A) Plan. The contribution shall remain the property of the County and shall not become part of the accumulated contributions of the member nor create vested rights for any member. The County’s Auditor-Controller’s Office shall pay to ACERA the retirement contribution from the same source of funds as used for salary compensation.

SECTION VI

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

Ordinance No.

By 
Kristy van Herick, Asst. County Counsel

**AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
ALAMEDA COUNTY ADMINISTRATIVE CODE**

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Chapter 3.12 Leaves of Absence, of the Alameda County Administrative Code is hereby amended by the addition and deletion of the following underlined and stricken language to Sections 3.12.120 and 3.12.160 to read as follows:

3.12.120 - Pregnancy and child bonding leave.

~~Effective July 8, 2012, the provisions of this section shall apply to unrepresented employees of the county as follows:~~

~~An employee is entitled to a pregnancy and child bonding leave of up to six months. Such an employee may elect to take accrued vacation or compensatory time off or sick leave, when eligible, during the period of pregnancy and child bonding leave, except that in the case of an employee who is regularly scheduled to work less than the normal full-time work week for the classification, paid leave shall be granted only for those days, or fractions thereof, on which such an employee would have been regularly scheduled to work and would have worked but for the pregnancy and child bonding leave. The employee shall be entitled to sick leave, when eligible, with pay accumulated pursuant to Chapter 3.20, of the Administrative Code. The scheduling of child bonding leave (either FMLA or CFRA) on an intermittent basis and/or requests for a reduced work schedule are subject to mutual agreement by the employee and the agency/department head as allowed by law.~~

~~Notwithstanding the above, the employee may be entitled to take up to seven (7) months of total leave for the integration of the pregnancy disability and child bonding leaves pursuant to the Family Medical Leave Act (FMLA), California Pregnancy Disability Leave (PDL), and California Family Rights Act (CFRA). Disability leave due to pregnancy runs concurrently with FMLA and PDL. Child bonding leave runs concurrently with FMLA and CFRA. Reinstatement subsequent to pregnancy and child bonding leave of absence shall be to the same classification from which leave was taken, and the agency/department head shall make its best effort to return such employee to the same geographical location, shift and where there is specialization within a classification, to the same specialization. Questions as to whether or not the agency/department head has used its best effort herein, shall not be subject to the grievance procedure.~~

A. **Pregnancy Disability Leave:** An employee who is disabled by pregnancy, childbirth, or a related medical condition is entitled to an unpaid, job-protected leave of absence of up to 17 and 1/3 weeks as determined by the employee's health care provider, in accordance with the Fair Employment and Housing Act (FEHA) Pregnancy Disability Leave (PDL) provision. Employees who are approved for PDL will have their accrued sick leave automatically applied and/or supplemented if they are eligible and receiving State Disability Insurance (SDI). If employees exhaust their sick leave, their vacation leave, compensatory time off or other accrued paid leave will automatically be applied to their PDL unless the employee requests, in writing, not to have their other leave balances applied. For an employee who is regularly scheduled to work less than the normal full-time work week for the classification, usage of accrued paid leave shall be granted only for those days, or fractions thereof, on which such an employee would have been regularly scheduled to work and would have worked but for the PDL.

PDL runs concurrently with approved leave under the federal Family and Medical Leave Act (FMLA), if eligible. Reinstatement of an employee returning from PDL or other job-protected leave shall be to the same classification the employee occupied when the leave was taken, and the Agency/Department Head shall make their best effort to return such employee to the same geographical location, shift and where there is a

specialization within a classification, to the same specialization. The determination on whether the Agency/Department Head has used their best effort herein shall not be subject to the grievance procedure.

B. Child Bonding Leave:

- 1. Child Bonding Leave Under California Family Rights Act (CFRA) and Family Medical Leave Act (FMLA):** An employee who is a new parent (birth, adoptive or foster placement) is entitled to an unpaid, job-protected leave of absence to bond with a new child up to 12-weeks, within one (1) year of the qualifying event, in accordance with CFRA and FMLA. . Child bonding leave taken under CFRA runs concurrently with approved leave under FMLA, if eligible. The scheduling of child bonding leave (either on CFRA or FMLA) on an intermittent basis shall be a basic minimum duration of two (2) weeks; however, an employee shall be permitted leave of less than two (2) weeks' duration on any two (2) occasions. Any requests for additional occasions of intermittent leave or a reduced work schedule are subject to approval by the employee's Agency/Department Head as allowed by law.
- 2. Additional County Child Bonding Leave Not Covered by CFRA/FMLA:** An employee may be eligible to take up to a total of 26-weeks of leave inclusive of time under FEHA PDL and Child Bonding Leave under CFRA/FMLA; however, any additional leave taken up to the maximum 26-weeks of total leave that is not covered under FEHA PDL or CFRA/FMLA may be taken utilizing the employee's own leave balances or will be considered authorized leave without pay. If an employee's combined leave under FEHA PDL and CFRA/FMLA is 26-weeks or more, the employee shall not be eligible for Additional County Child Bonding Leave under this subsection.
- 3. Application of Employee Accrued Leave During Child Bonding:** An employee's accrued vacation leave, compensatory time off or other accrued paid leave will automatically be supplemented during the period of child bonding leave referenced in subsections 3.12.120.B.1. (Child Bonding Leave Under CFRA/FMLA) and 3.12.120.B.2. (Additional County Child Bonding Leave Not Covered by CFRA/FMLA), unless the employee requests, in writing, to not have their other leave balances applied. In the case of an employee who is regularly scheduled to work less than the normal full-time workweek for the classification, paid leave shall be granted only for those days, or fractions thereof, on which such an employee would have worked but for child bonding leave.

Effective February 16, 2025, an employee's accrued sick leave shall be included in the leaves automatically supplemented during the period of child bonding leave as referenced herein and subsection 3.12.120.B.4. (Use of Sick Leave During Child Bonding) shall no longer apply.
- 4. Use of Sick Leave During Child Bonding:** The use of sick leave during child bonding leave shall not be permitted unless they are otherwise eligible to use it as provided in Chapter 3.20 (Sick Leave).
- 5. Reinstatement Following Child Bonding Leave:** Reinstatement of an employee returning from child bonding leave or other approved leave referenced herein shall be to the same classification the employee occupied when the leave was taken and the Agency/Department Head shall make their best effort to return such employee to the same geographical location, shift, and where there is specialization within a classification, to the same specialization. The determination on whether the Agency/Department Head has made their best effort herein, shall not be subject to the grievance procedure.

3.12.160 - ~~Child bonding leave.~~Leave for reproductive loss.

~~Effective July 8, 2012, the provisions of this section shall apply to unrepresented employees of the county as follows: A prospective father, spouse, domestic partner or adoptive parent is entitled to child bonding leave of up to three months, within one year of the qualifying event. Child bonding leave runs concurrently with FMLA and CFRA. The scheduling of child bonding leave (either on FMLA or CFRA) on an intermittent basis and/or requests for a reduced work schedule are subject to mutual agreement by the employee and the agency/department head as allowed by law.~~

~~An employee may elect to take accrued vacation or compensatory time off during the period of child bonding leave, except that in the case of an employee who is regularly scheduled to work less than the normal full-time work week for the classification, paid leave shall be granted only for those days, or fractions thereof, on which such an employee would have worked but for child bonding leave. The use of sick leave during child bonding leave shall not be permitted unless they are otherwise eligible to use it as provided in Chapter 3.20.~~

~~Reinstatement subsequent to child bonding leave of absence shall be to the same classification from which leave was taken and the agency/department head shall make his/her best effort to return such employee to the same geographical location, shift, and where there is a specialization within the classification, to the same specialization. Questions as to whether or not the agency/department head has made its best effort herein shall not be subject to the grievance procedure.~~

Effective January 1, 2024, after 30-days from the date of employment, employees shall be entitled to an unpaid leave of absence of up to five (5) days for each reproductive loss event, up to a maximum of 20-days within a 12-month period. Employees may elect to use their accrued leave balances for all hours of their scheduled workdays. The leave may be taken non-consecutively and must be taken in increments of one (1) workday and completed within three (3) months of the date of the event entitling the employee to such leave. For employees on pregnancy disability leave, FMLA/CFRA leave or other leave entitlement under state or federal law, the reproductive loss leave is in addition to any other such leave entitlements must be completed within three (3) months of the end date of the other leave.

For purposes of this Section “a reproductive loss” is defined as:

- Failed adoption
- Failed surrogacy
- Miscarriage
- Stillbirth
- Unsuccessful assisted reproduction

To request such leave, employees must complete and submit the “Request for Leave for Reproductive Loss” form to their Agency/Departmental Human Resources Officer/Representative.

SECTION II

Chapter 3.20 Sick Leave, Sections 3.20.010, 3.20.110, 3.20.120, and 3.20.160 of the Alameda County Administrative Code are hereby amended by the addition and deletion of the following underlined and stricken language to read as follows:

3.20.010 - Sick leave defined.

As used in this section, sick leave means leave of absence of an employee because of any of the following:

- A. Illness or injury which renders them incapable of performing their work or duties for the county;
- B. ~~Their e~~Exposure to contagious disease;
- C. Routine medical or dental appointments of the employee; and or
- D. to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of themselves when the employee is a victim of domestic violence, sexual assault, stalking, or other crimes that cause physical or mental injury or involving a threat of physical injury, or when the employee’s immediate family member is deceased as a direct result of a crime. Sheltering at home because either employee is available but unable to work on site due to a shelter in place order or employee is high risk for illness from COVID-19, and employee is unable to telework for the County. This subsection shall sunset effective December 31, 2020 and shall be deleted from the Administrative Code upon the sunset date.

Effective February 16, 2025, unrepresented M-designated, employees shall be eligible to use, in each calendar year, up to one (1) day of accumulated sick leave for wellness reasons (preventative reasons to reduce stress, manage mental health and/or rejuvenate).

3.20.110 - Family sick leave.

~~Effective July 1, 2015, u~~Unless otherwise defined in a memoranda of understanding, regular, provisional or temporary full-time employees are eligible to use, in each calendar year, up to nine (9) days of accumulated sick leave, and effective February 16, 2025, shall be increased to up to twelve (12) days of accumulated sick leave, pursuant to Section 3.20.060 (Cumulative Sick Leave Plan) of this code, to attend to immediate family members who are ill or injured, including emergency or routine medical/dental appointments and/or to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of themselves or their child(ren) when the employee is a victim of domestic violence, sexual assault, ~~or~~ stalking or other crimes that cause physical or mental injury or involving a threat of physical injury, or when the employee's immediate family member is deceased as a direct result of crime. For the purpose of this section, "immediate family" means a:

- Spouse or domestic partner (as defined in Section 3.20.170 (Domestic Partner))
- ~~p~~Parent (biological, adoptive, foster, step-parent, ~~parent-in-law, parent of domestic partner, a person who stood in loco parentis when the employee was a minor child,~~ or legal guardian) of an employee, the employee's spouse or domestic partner;
- ~~grandparent, spouse, domestic partner (as defined in Section 3.20.170 (Domestic Partner)),~~ child (biological, adopted, foster, step-child, legal ward or child ~~to whom the employee stands in loco parentis of domestic partner~~);
- Grandparent;
- ~~g~~Grandchild, ~~or;~~
- ~~a~~Sibling;
- Any other person sharing the relationship of in loco parentis; or
- Effective January 1, 2023, "immediate family" also includes a designated person. Employees shall identify their designated person at the time employees request the leave. Employees are limited to one designated person per twelve (12) month period.

Effective January 7, 2024, unrepresented non-management employees in classifications related to the Service Employees International Union, Local 1021 are eligible to use, in each calendar year, up to twelve (12) days of accumulated sick leave, pursuant to Section 3.20.060 (Cumulative Sick Leave Plan) of this Code for the purpose and as stated above.

Effective February 16, 2025, unrepresented M-designated employees who are approved for leave under the Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA), to care for an eligible family member with a serious medical condition shall not be limited to usage of the number of sick leave days as outlined in this subsection.

3.20.120 - Bereavement leave.

Regular, provisional, or temporary employees in full-time and part-time status (except for unrepresented employees in service-as-needed ("SAN"), retired annuitant, and temporary assignment pool ("TAP") status) shall be granted up to five (5) days of bereavement leave with pay by the ~~a~~Agency/~~d~~Department head because of death in the immediate family. Unrepresented employees in SAN, retired annuitant, and TAP status employed for at least thirty (30) days prior to commencing leave shall be granted up to five (5) days of bereavement leave without pay because of death in the immediate family. Employees may use sick leave, if any, for such leave.

For purposes of this section: 1) If requested, at the discretion of the Agency/Department Head or their designee, employees shall complete the County's bBereavement lLeave sStatement Form (Form HRS-3.20.120) within thirty (30) days of the first day of the leave and complete the bereavement leave within three (3) months of the date of death of the immediate family member; 2) the bereavement leave days need not be taken consecutively; 3)

"immediate family" means spouse, domestic partner (as defined in Section [3.20.170](#) (Domestic Partner)), parent (biological, foster, adoptive, step-parent, parent-in-law, or legal guardian), child (biological, foster, adopted, step-child, a legal ward, or a child of domestic partner), sibling, grandparent, grandchild, and any other person sharing the relationship of in loco parentis; and, when living in the household of the employee, a sibling-in-law; and 4) the entitlement to bereavement leave shall be only for hours the employee would have been scheduled to work for those days granted, and shall be in addition to any other leave entitlement.

3.20.160 - Catastrophic sick leave program for unrepresented employees.

This section applies only to ~~persons employed in positions, including those which are M-designated, which are not represented by a recognized employee organization~~[unrepresented employees](#).

Such an employee may be eligible to receive donations of paid leave to be included in the employee's sick leave balance if ~~she/he the employee~~ has suffered a catastrophic illness or injury ~~which that~~ prevents the employee from being able to work, provided that the conditions hereafter set forth are met. Catastrophic illness or injury is defined as a medical condition considered to be terminal, a long-term major physical impairment or disability.

[Effective January 19, 2025, unrepresented M-designated employees may be eligible to receive direct donations of paid leave to care for the employee's eligible family member \(based on Family Medical Leave Act \("FMLA"\) or California Family Rights Act \("CFRA"\) eligibility\) who has suffered a catastrophic illness or injury as outlined above. Employees who are caring for their dependent, spouse or designated person \(in accordance with FMLA or CFRA eligibility\) shall only be eligible for direct donations and are not eligible for funds from the existing catastrophic sick leave pool.](#)

- A. The recipient, recipient employee's family, or other person designated in writing by the recipient employee must submit a request to the personnel and labor relations department.
- B. The recipient employee is not eligible so long as [the recipient employee](#) ~~she~~ has paid leaves available; however, the request may be initiated prior to the anticipated date leave balances will be exhausted.
- C. A confidential medical verification including diagnosis, prognosis and estimated date of return to work must be provided by the recipient employee.
- D. A recipient employee is eligible to receive one hundred eighty (180) working days (or eighty-four (84) shifts for fire department employees on twenty-four (24) hour shifts) of donated time per employment.
- ~~E.~~ Donations shall be made in full-day increments of seven and ~~five-eighths~~[one-half \(7.5\) or eight \(8\) hours \(for employees working 37.5 or 40 hours per week, respectively\)](#) (fire—twenty-four (24) hours) and are irrevocable. The maximum that may be donated in a calendar year is two [\(2\)](#) donor employee's days per recipient except that a husband and wife or domestic partners, both employed by the county, may donate unlimited amounts of time between one another. [Effective January 19, 2025, unrepresented M-designated employees may donate in increments of four \(4\) hours for full-time employees and in increments of two \(2\) hours for less than full-time employees. In addition, effective January 1, 1996, u](#)Unrepresented M-designated employees ~~with a vacation balance that exceeds the amount that can be paid off, may donate unlimited amounts of vacation to an agency/department catastrophic sick leave pool~~[may also donate unlimited amounts of time up to the full amount of their eligible leave balance. All donations are irrevocable.](#)
- ~~F.~~[E.](#) The donor employee may donate vacation, compensatory time or in-lieu holiday time which shall be converted to the recipient employee's sick leave balance and all sick leave provisions will apply. Time donated in any pay period may be used in the following pay periods. No retroactive donations are permitted.
- ~~G.~~[F.](#) The donor's hourly value will be converted to the recipient's hourly value and then added to the recipient's sick leave balance on a dollar-for-dollar basis.

H.G. _____ The recipient employee's entitlement to personal disability leave will be reduced by the number of hours added to the recipient's sick leave balance.

H.H. The determination of the employee's eligibility for catastrophic sick leave donations shall be at the county's sole discretion and shall be final and nongrievable.

J.I. Recipient employees who are able to work but are working less than their regular schedule will integrate catastrophic sick leave donations with time worked and their own paid leaves, which must be used first, not to exceed one hundred ~~(400)~~ percent (100%) of the employee's gross salary.

SECTION III

Chapter 3.24 Vacations, Section 3.24.150 of the Alameda County Administrative Code is hereby amended by the addition of the following underlined language to read as follows:

3.24.150 - Personal leave.

An employee shall be allowed two (2) days in any calendar year from their regular vacation accrued balance for personal leave. Effective January 19, 2025, employees in unrepresented M-designated classifications shall be allowed three (3) days in any calendar year from their regular vacation accrued balance for personal leave.

An agency/department head shall not deny a request for this leave except for reasons critical to the operation of their agency/department. Such personal leave shall be in segments of one-half day or more for non-exempt employees as defined by the FLSA.

...

SECTION IV

Chapter 3.28 Overtime, Sections 3.28.010 and 3.28.050 of the Alameda County Administrative Code are hereby amended by the addition and deletion of the following underlined and stricken language to read as follows:

3.28.010 - Definitions.

...

Effective March 25, 2018, for unrepresented management employees, vacation, vacation buy, personal leave, sick leave (all types), floating holiday leave and paid management leave shall not count towards the accumulation of the workweek ~~or work performed during the defined work period~~ when calculating overtime compensation.

3.28.050 - Requirement of actual work.

There shall be no overtime payment unless the employee has actually worked at least some portion of time during said workweek. For example, an employee on paid leave only during an entire workweek is not entitled to any overtime compensation.

Effective June 5, 2016, for unrepresented non-management related to SEIU employees, there shall be no overtime payment unless the employee has actually worked over 37.5 or 40.0 hours during said workweek. For the purposes of this overtime payment, compensatory time off is considered time "actually worked."

...

SECTION V

Chapter 3.44 Grievance Procedures, Section 3.44.030 of the Alameda County Administrative Code is hereby amended by the addition and deletion of the following underlined and stricken language to read as follows:

3.44.030 - Departmental review and adjustment of grievance.

The following is the procedure to be followed in the resolution of grievances:

- A. An employee having a grievance shall first discuss it with ~~his~~-their immediate supervisor and endeavor to work out a satisfactory solution in an informal manner with such supervisor.
- B. If a satisfactory solution is not accomplished by informal discussion, the employee shall have the right to consult with and be assisted by a representative of ~~his~~-their own choice in this and all succeeding steps of this section and may thereafter file a grievance in writing with ~~his~~-their immediate supervisor within ~~seven-ten (10)~~ seven-ten (10) working days after the date of such informal discussion. Within ~~seven-ten (10)~~ seven-ten (10) working days after receipt of any written grievance, the immediate supervisor shall return a copy of the written grievance to the employee with ~~his~~-their answer thereto in writing. If the grievance is not resolved at this level, the employee shall have ~~seven-ten (10)~~ seven-ten (10) working days from receipt of the answer within which to file an appeal to the section head.
- C. The section head, or corresponding administrative level, shall have ~~seven-ten (10)~~ seven-ten (10) working days in which to review and answer the grievance in writing. If the grievance is not resolved at this level, the employee or ~~his~~-their representative shall have ~~seven-ten (10)~~ seven-ten (10) working days from receipt of the answer within which to file an appeal with the division head, or corresponding administrative level.)
- D. The division head, or corresponding administrative level, shall have ~~seven-ten (10)~~ seven-ten (10) working days in which to review and answer the grievance in writing. Although no hearing is required at this step, the employee and ~~his~~-their representative may be present at, and participate in, any such hearing as the division head may conduct. If the grievance is not resolved at this level, the employee shall have ~~seven-ten (10)~~ seven-ten (10) working days from receipt of the answer within which to file an appeal with the department head.
- E. A department head shall have ~~seven-fifteen (15)~~ seven-ten (10) working days after holding the grievance hearing to~~in which to review, hold hearing and~~ answer the grievance in writing. Unless waived by the mutual agreement of the employee or ~~his~~-their representative and the agency/department head, a hearing is required at this step, and the employee, and ~~his~~-their representative, shall have the right to be present at, and participate in, such hearing. The time limit at this step may be extended by mutual agreement between the department head and the employee or ~~his~~-their representative.

SECTION VI

Chapter 3.64 Employee Health and Welfare Benefit Program, Sections 3.64.050, 3.64.100, and 3.64.110 of the Alameda County Administrative Code are hereby amended by the addition and deletion of the following underlined and stricken language to read as follows:

3.64.50 - County medical and dental contribution.

...

- B. Dental. The County shall contribute the total semi-monthly premium for a County-offered dental plan at the corresponding level of coverage (i.e., self, self + one dependent, family) provided that the employee is on paid status at least fifty ~~(50)~~-percent (50%) of the normal full-time biweekly pay period. If an employee is not on paid status at least fifty ~~(50)~~-percent (50%) of the normal full-time biweekly pay

period for the job classification, the employee will be responsible for paying the entire semi-monthly premium payment for the benefit.

1. Unrepresented M-Designated Employees. For unrepresented M-designated employees, the annual PPO dental maximum allowable shall be ~~one thousand six hundred fifty dollars (\$1,650.00) effective plan year 2019, and one thousand seven hundred fifty dollars (\$1,750.00) effective plan year 2021.~~
2. Unrepresented Non-Management Employees. For unrepresented non-management employees, the annual PPO dental maximum allowable ~~shall be one thousand five hundred fifty dollars (\$1,550.00) effective plan year 2017, one thousand six hundred seventy five dollars (\$1,675.00) effective plan year 2020, one thousand seven hundred seventy five dollars (\$1,775.00) effective plan year 2021, and one thousand nine hundred dollars (\$1,900.00) effective plan year 2022.~~

3.64.100 - Long term disability insurance policy for unrepresented ~~M-designated persons~~employees.

Effective January 1, 1996, a long-term disability insurance policy will be made available for the employee only. Coverage can be purchased ~~only either~~ through the use of vacation sellback- (See Section 7-4 of the ~~salary Salary ordinance Ordinance-~~) or through payroll deduction. This policy is subject to premium costs, eligibility requirements, age limitations, coverage exclusions, conversion rights, and all other provisions set forth in the applicable insurer contracts.

3.64.110 - Share the savings plan.

~~Medical benefit eligible e~~Employees who are eligible for medical benefits as defined in Section 3.64.020 who are regularly scheduled to work at least fifty ~~(50)~~ percent (50%) of the normal full-time biweekly pay period for ~~that their~~ classification, ~~are~~ on paid status at least fifty ~~(50)~~ percent (50%) of the normal full-time biweekly pay period, and have alternate medical coverage, are eligible to enroll in ~~for the s~~Share the ~~s~~Savings plan ~~stipend~~ if they choose to waive their ~~e~~County-sponsored medical coverage or reduce their applicable level of enrollment (i.e. self, self + one dependent, family). The stipend provided by this plan is taxable, payable on a semi-monthly basis, and subject to proration.

...

The county's share the savings plan stipend is as follows:

- A. Unrepresented ~~M-D~~esignated Employees: For unrepresented M-designated full-time employees, the share the savings plan tiers and stipend amounts ~~for plan year 2019~~ are as follows:
 1. Effective Plan Year 2019:
 - Two hundred fifty dollars (\$250.00) for those employees who decline all medical coverage;
 - Two hundred dollars (\$200.00) for those employees who decline family coverage and elect single coverage;
 - One hundred fifty dollars (\$150.00) for those employees who decline family coverage and elect two-party coverage; and
 - One hundred fifty dollars (\$150.00) for those employees who decline two-party coverage and elect single coverage.
- B. Unrepresented Non-Management Employees: For unrepresented non-management full-time employees, the share the savings plan tiers and stipend amounts are as follows:
 1. Effective Plan Year 2017:
 - Two hundred dollars (\$200.00) for those employees who decline all medical coverage;

- One hundred fifty dollars (\$150.00) for those employees who decline family coverage and elect single coverage;
 - One hundred dollars (\$100.00) for those employees who decline family coverage and elect two-party coverage; and
 - One hundred dollars (\$100.00) for those employees who decline two-party coverage and elect single coverage.
2. Effective Plan Year 2020:
- Three hundred dollars (\$300.00) for those employees who decline all medical coverage;
 - Two hundred fifty dollars (\$250.00) for those employees who decline family coverage and elect single coverage;
 - Two hundred dollars (\$200.00) for those employees who decline family coverage and elect two-party coverage; and
 - Two hundred dollars (\$200.00) for those employees who decline two-party coverage and elect single coverage.

SECTION VII

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.