

RESOLUTION # 2023-34

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF MODOC
AMENDING THE PAY SCHEDULE, OUTLINE OF BENEFITS, AND SUPPLEMENTAL PAY
OF THE NON-REPRESENTED EXEMPT CONFIDENTIAL/MANAGEMENT EMPLOYEES**

WHEREAS, Section 2.56.090 of the Modoc County Code authorizes, except as otherwise provided by State Law, the compensation of officers and employees of the County of Modoc to be established by resolution of the Board of Supervisors; and

WHEREAS, the current level of inflation and increase of competitiveness within the job market has made it difficult for the county to recruit and retain employees; and

WHEREAS, the Board of Supervisors wishes to address increases in the costs to employees for health benefits by increasing the county cap; and

WHEREAS, the Board of Supervisors wishes to address the impacts of inflation with a 12% COLA to base wages; and

WHEREAS, the Board of Supervisors wishes to determine a competitive, and equitable base pay schedule to ensure qualified candidates apply for equitable jobs available and provide for retention of existing staff; and

WHEREAS, the County has a non-conforming in regards to longevity and it is necessary to amend the pay schedule to conform to CalPERS standards in order to address negative impacts to employees, retirees, and the County; and

WHEREAS, the County has consulted with CalPERS staff regarding the proposed fixes to non-conforming pay schedule resulting in certain changes incorporated in the attachments including changing the to a finite number of steps, inclusion of minimum/maximum ranges, inclusion of language requiring merit evaluations, and provision for the "Y" rating of certain employees; and

WHEREAS, CalPERS has instituted a change in employee share for CalPERS retirement contributions for certain specified employees to take effective July 1, 2023; and

WHEREAS, the County invited un-represented employees to a meet and confer meeting, held on June 8, 2023, with an overview of proposed changes; provided an opportunity for employee input; and said comments were taken into consideration prior to posting of this resolution and listed attachments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Modoc as follows:

1. Approves and adopts the Outline of Benefits and Supplemental Pay for Exempt Confidential/Management, which is Attachment A to this Resolution, as the guiding document for Exempt Confidential/Management employees.
2. The Pay Schedule for Exempt Confidential/Management employees shall be as detailed in "Attachment B" of the Outline of Benefits and Supplemental Pay for Exempt Confidential/Management Employees.
3. All Exempt Confidential/Management employees of Modoc County shall receive the same Health Insurance County cap as detailed in the Outline of Benefits and Supplemental Pays for Exempt Confidential/Management Employees.
4. The effective date for attached pay schedule, supplemental pay, and health insurance and outline of benefits shall be effective July 1, 2023.

PASSED AND ADOPTED by the Board of Supervisors of the County of Modoc, State of California, on the 13th day of June, 2023 by the following vote:

Motion Approve as Amended:

RESULT: APPROVE AS AMENDED [UNANIMOUS]

MOVER: Geri Byrne, Supervisor District V


SECONDER: Shane Starr, Supervisor District II

AYES: Ned Coe, Supervisor District I, Shane Starr, Supervisor District II, Kathie Rhoads, Supervisor District III, Geri Byrne, Supervisor District V

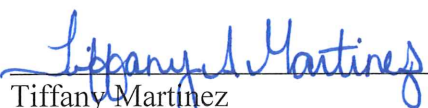
ABSENT: Elizabeth Cavasso, Supervisor District IV



**BOARD OF SUPERVISORS
OF THE COUNTY OF MODOC**


Kathie Rhoads, Chair
Modoc County Board of Supervisors

ATTEST:


Tiffany Martinez
Clerk of the Board

LIVE

THRIVE

WORK

MODOC COUNTY



OUTLINE OF BENEFITS AND SUPPLEMENTAL PAY FOR EXEMPT CONFIDENTIAL/ MANAGEMENT EMPLOYEES

Attachment A to Resolution# 2023-34

**Effective July 1, 2023 until amended
by the Board of Supervisors**

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Attachment A – Employee Performance Evaluation Form

Attachment B – Pay Schedule for Exempt Confidential/Management
Employees

Attachment C – Dress Code Policy

Outline of Benefits and Supplemental Pay for Exempt Confidential/Management Employees

The following is an outline of the comprehensive benefits and supplemental pay(s) provided by the County of Modoc, which shall hereinafter be referred to as “the County”, to Exempt Confidential/Management employees. The County believes the comprehensive benefits and supplemental pay(s) outlined below play a crucial role in supporting our employee’s well-being and financial security. The County recommends each employee should review the information below for a detailed understanding of the benefits and supplemental pay(s) available to Exempt Confidential/Management employees.

1. Health Insurance

The County offers a comprehensive health insurance plan that covers a portion of the medical, dental, vision care, and life. Exempt Confidential/Management employees have the option to select from various plans to suit their individual needs. The County provides a significant portion of the premium costs to make health insurance more affordable for employees.

Employees that are considered Exempt Confidential/Management employees shall be covered by the Public Agency Coalition Enterprise (PACE), Joint Powers Authority for insurance plans coverage. The County’s contribution toward 2023 health care insurance premiums shall increase in an amount equal to the cost increases projected for 2023 premium increases, as outlined in the breakdown below. This increase in the County’s contribution is limited to the 2023 annual premium period, and shall return to the former county contribution rates beginning in Calendar Year 2024, as follows:

- 1. Employee Only Coverage - \$550
- 2. Employee + 1 dependent coverage - \$1,050
- 3. Employee + 2 or more dependents coverage - \$1,400

The breakdown of employer contributions toward the County insurance plans are as follows:

<u>Health PACE Anthem Blue Cross</u>	<u>County Portion</u>
PACE Anthem PPO 250	
a. Employee Only:	\$ 590.81
b. Employee Plus One Dependent:	\$ 1,131.62
c. Employee Plus Two or More Dependents:	\$ 1,506.10
PACE Anthem PPO 750	
a. Employee Only	\$ 585.68
b. Employee Plus One Dependent	\$ 1,121.35
c. Employee Plus Two or More Dependents	\$ 1,492.76

PACE Anthem EPO 30

a. Employee Only	\$ 588.73
b. Employee Plus One Dependent	\$ 1,127.46
c. Employee Plus Two or More Dependents	\$ 1,500.70

PACE Anthem HDHP 3000 (High Deductible Health Plan)

a. Employee Only	\$ 581.60
b. Employee Plus One Dependent	\$ 1,113.20
c. Employee Plus Two or More Dependents	\$ 1,482.16

Insurance Waiver

For Exempt Confidential/Management employees who provide proof of other health insurance coverage the County currently provides a \$350 monthly amount.

The County shall contribute no more than \$85.00 monthly toward dental, vision, and life coverage to eligible participants under the current program.

Dental (Beam) and Vision (VSP)

The County pays Dental and Vision Premiums on behalf of the employee and family.

Life Insurance (Humana)

The County pays Life Insurance Premium with coverage of \$25,000 on behalf of the employee.

2. Retirement Plan**CalPERS Contribution**

Under Public Employee Retirement Law (PERL), Exempt Confidential/Management employees shall pay their employee portion of the CalPERS retirement contribution amount. This is currently set at the equivalent of 7% of the employee's gross wages, pre-taxed, for a CalPERS Classic employee or at 6.75% of gross wages, pre-taxed, for a CalPERS Pension Reform Act of 2013 (PEPRA) employee.

As of Fiscal Year 2023-2024 the PEPRA Member Rate will increase to 7.75%.

The CalPERS formula for the County of Modoc is 2% @ 55 for those considered through CalPERS as Classic employees. For any employee subject to the Pension Reform of 2013 (PEPRA employees), the CalPERS formula is 2% @ 62.

Laborers' International Union of North America (LIUNA) Pension

Exempt Confidential/Management employees hired after December 31, 2012, shall not be eligible for LIUNA Pension. For eligible employees, the County shall contribute to the LIUNA Plan paid by the employer for the duration of this agreement or the length of the current LIUNA Rehabilitation Plan, whichever comes first.

3. Paid Time Off

Vacation Time Off:

- a. Ten (10) days' vacation for employees who have been in the service of the employer one (1) through three (3) years. Accrual begins on the initial date of employment.
- b. Fifteen (15) days' vacation for employees who have been in service of the employer for four (4) through eleven (11) years.
- c. Twenty (20) days' vacation for employees who have been in the service of the employer twelve (12) through nineteen (19) years.
- d. Twenty-five (25) days' vacation for employees who have been in the service of the employer for over nineteen (19) years.
- e. Thirty (30) days' vacation for employees who have been in the service of the employer for over twenty-five (25) years.

Vacation Accumulation Cap

Exempt Confidential/Management employees must take a vacation within twenty-four (24) months of the time and accrual or right thereto shall be lost.

Vacation Leave – Use and Restrictions

The County provides paid vacations to eligible Exempt Confidential/Management employees for relaxation in recognition of the services provided. Therefore, on the day following completion of the equivalent of ninety (90) days of continuous service, each employee shall be allowed two and one half (2-1/2) days credit for vacation with pay.

Exempt Confidential/Management employees shall be eligible to use an accrued vacation after completion of six (6) months of continuous service with the County.

At the time of an employee's termination, any accumulated vacation leave shall be paid off in a lump sum rather than serve to defer the termination date.

Retirement through CalPERS and use of vacation balance

Persons retiring under the provisions of the Public Employees' Retirement System (CalPERS) may remain on the payroll, on vacation status, until such accumulated vacation time for which they are eligible has been exhausted; provided however that no person may remain on the payroll beyond their maximum retirement age.

Sick Time Off

Exempt Confidential/Management employees accrues fifteen (15) days of sick time per year. On the day following completion of the equivalent of six (6) months of continuous service, each Exempt Confidential/Management employee shall be allowed seven and one-

half (7 ½) days of credit for sick leave with pay. Sick leave may be accumulated indefinitely.

Retirement through CalPERS and Sick Leave Payout

Per the CalPERS definition of a terminating employee, terminating employees who are eligible for retirement pay under the Public Employees' Retirement System shall be entitled to a lump-sum payment equal to the salary equivalent of one-half (1/2) of their then accumulated sick leave.

Example:

An employee that works 162.50 hours per month is eligible for a payout of sick leave of up to 375 hours.

An employee that works 173.33 hours per month is eligible for a payout of sick leave of up to 400 hours.

Retiring employees may opt to utilize that portion of their accumulated sick leave, in all or part, for which the employee receives no compensation, following the provisions of Government Code §20965 as retirement credit.

Bereavement Leave

Exempt Confidential/Management employees shall be provided up to five (5) days of bereavement leave per episode of the death of a family member. Family member means those individuals identified under California Government Code §12945.7 and may be more fully defined under Government Code §12945.2.

Paid Holidays – Fourteen (14) paid holidays per calendar year. Holidays are as follows:

1. January 1st, known as "New Year's Day"
2. The third Monday in January is known as "Dr. Martin Luther King, Jr. Day"
3. February 12th, known as "Lincoln's Birthday"
4. The third Monday in February is known as "Presidents Day"
5. The last Monday in May is known as "Memorial Day"
6. July 4th, known as "Independence Day"
7. The first Monday in September is known as "Labor Day"
8. The second Monday in October is known as "Columbus Day"
9. November 11th, known as "Veterans Day"
10. The Thursday in November is known as "Thanksgiving Day"
11. The day after "Thanksgiving Day"
12. The day before Christmas
13. December 25th, known as "Christmas Day"
14. December 31st, known as "New Year's Eve"

Whenever any legal holiday falls on a Sunday, the first business day thereafter shall be a paid holiday. Whenever any legal holiday falls on a Saturday, the immediately preceding

Friday shall be a paid holiday. The only exception is for all holidays to fall within the same calendar year. The Office of Administration/Human Resources shall issue in November of each year a schedule of holidays according to the provisions of this section.

Holiday pay calculation shall be on a shift basis.

Floating Holidays

Effective January 1, 2023, exempt Confidential/Management employees shall be permitted to take two (2) floating holidays at a time mutually convenient to the employee and department head, said holiday to be requested at least two (2) weeks in advance.

Exempt Confidential/Management employees either *newly hired or re-hired after July 1, 2023*, shall be permitted to take one (1) floating holiday and two (2) additional hours annually at a time mutually convenient to the employee and the department head, said holiday to be requested at least two (2) weeks in advance.

Floating holidays shall not carry over from the previous calendar year. Floating holidays shall not be made retroactive by any provision of this agreement.

4. Salary

The anniversary date is defined as follows:

- A. Appointment – Every Exempt Confidential/Management employee who begins their employment in a permanent position on any date from the first (1st) through the fifteenth (15th) of a month shall have an anniversary date on the first (1st) of that month. Every regular employee who begins their employment on a date from the sixteenth (16th) through the end of a month shall have an anniversary date on the first (1st) of the following month. If an employee begins their employment on the first (1st) working day of the month, it shall be considered for this section that such employment began on the first (1st) calendar day of the month.
- B. Promotion – When an employee is promoted to a position in a class having a higher salary range step than the class of the position which they formerly occupied, they shall receive a new anniversary date, that date begins the date of their promotional appointment to a permanent position, provided that a minimum salary increase of five percent (5%) was realized because of the promotion. Whenever an employee is promoted to a new position, their new salary may be fixed at a step in the higher range which provides an increase in salary commensurate with the employee's training, skills, and experience.
- C. Demotion – Whenever a permanent employee is demoted for reasons other than for unsatisfactory performance, they shall retain their anniversary date. Whenever a permanent employee is demoted for unsatisfactory performance, they shall receive a new anniversary date the date begins the date of their demotion appointment.

- D. Reclassification – If an Exempt Confidential/Management employee is reclassified to a class having the same salary range, they shall retain their anniversary date. If an Exempt Confidential/Management employee is reclassified to a class having a higher salary range, they shall receive a new anniversary date, that date being the date of their permanent reclassification appointment. If an Exempt Confidential/Management employee's position is reclassified to a lower salary range, they shall retain their anniversary date.
- E. Decrease in Salaries – Adjustment – Any employee who would suffer an actual decrease in salary as a result of the application of the salary rates provided for in this chapter shall move to the step in their new range with the next higher salary; or current salary, they shall continue to receive their current salary until the maximum step in their new range exceeds their current salary, at which time they shall begin receiving the salary in the maximum step.
- F. Salaries – Reinstatement following Resignation – Any employee reinstated following the resignation in good standing shall be considered as a new employee; provided, however, at the discretion of the Board, such employee may receive a starting salary higher than Step A.
- G. Salaries – Return following leave without pay – Return following leave without pay is not an appointment, but is a continuation of service; however, salary and benefits shall be based on actual service.
- H. Salaries – Exceptional Applicants – At the request of the Department Head, the Board may approve a step above Step A to recruit an individual who has demonstrated superior knowledge and ability, and whose combined education and experience represent substantially better preparation for the duties of the position than required by the minimum.
- I. Additional Merit Pay – Employees who have reached salary Step F, and have remained employed in the same job classification, career path, or a job classification determined by Administration/HR to be a lateral job classification, shall, upon receiving an overall satisfactory or above performance evaluation at each five (5) year anniversary period after reaching Step F, receive an additional merit pay at the rate of five percent (5%) every five (5) years beginning on the anniversary date after the employee's tenth (10th) consecutive year of county employment in the same job classification or career path and continuing each five (5) years thereafter until the employee's twenty-fifth year of service (Steps G through J).

Y-rated employees shall not be entitled to a "PERSable" COLA so long as non-Y-rated employees within the same job classification remain below the amount of the Y-rated employees' compensation, as outlined in the applicable county salary schedule and step table. CalPERS further indicates that Y-rated employees shall be eligible to receive a non-base building one-time lump sum payment equal to any

COLA amount. The county agrees to provide such lump sum payments in the event of a COLA, but they shall not be PERSable.

5. Supplemental Pay: On-Call Compensation

A. On-Call Assignment Policy

On-call duty may be assigned by a Department Head. On-call is defined to mean “a period in addition to the normal work schedule in which an employee is required by their Department Head to remain available for an immediate call.” On-call duty requires the employee so assigned: (1) to be ready to return immediately to calls for their service; (2) to be reached by telephone, pager, or the radio; (3) to remain within a specified distance from their normal work station; and (4) to refrain from activities which might impair their ability to perform their assigned duties. In addition to the above, departments may establish written guidelines regarding On-call protocols.

B. On-Call Compensation

Any employee required by their Department Head to remain available for immediate call shall receive \$3.00 per hour for each hour On-call. Employees shall not be paid On-call pay when called back to work from on-call status, but shall receive the appropriate hourly rate for their job classification.

Bilingual Pay

The parties agree that any Exempt Confidential/Management employee who regularly uses a second language in the performance of their assigned duties shall receive a five percent (5%) increase in their pay rate for the duration of such assignment.

6. State Disability Insurance

Coordination of Benefits – Exempt Confidential/Management employees receiving SDI may elect to supplement their SDI payment with an amount of paid sick leave (if available) converted into hours that will in combination not exceed their regular salary for the pay period only. Exempt Confidential/Management employees shall be charged only for the use of accrued leave time that in combination with SDI equals up to 100% of their regular rate of pay. Any additional hours that may have been depleted during the coordination process shall be restored to the employee’s leave balances.

7. Employee Assistance Program (EAP)

The County provides access to an EAP that offers confidential counseling and support services for personal and work-related issues. This resource is designed to assist you in maintaining a healthy work-life balance. For a listing of the approved facilities, a brochure can be obtained through the Office of Administration/Human Resources.

8. At-Will Employment

At-will employment is a fundamental aspect of the County’s employment policy. It means that your employment with the County is voluntary and can be terminated by either you or

the County at any time, for any lawful reason, without prior notice. This overview is designed to provide flexibility for both the employee and the employer.

Key points to understand about at-will employment:

- 1. Employment Relationship:** Your employment with the County is on an at-will basis, which means it is not for a specific term or duration. You have the freedom to resign from your position at any time and the County retains the right to terminate your employment at any time.
- 2. Termination:** As an at-will employee, the County can terminate your employment for various reasons, including but not limited to poor performance, violation of county policies or procedures, changes in county needs, or economic factors. Similarly, you have the right to end your employment without providing a reason or prior notice.
- 3. Exceptions:** While the default employment relationship is at-will, there may be exceptions to this policy. For example, if you have a written employment contract that specifies conditions under which termination can occur, the terms of an approved contract supersede the at-will contract. Additionally, certain state or federal laws may provide specific protections or limitations on at-will employment.
- 4. Discrimination and Retaliation:** The County is committed to maintaining a fair and inclusive work environment. We prohibit any form of discrimination or harassment based on protected characteristics, such as race, color, national origin, religion, gender, age, disability, or any other protected status. Likewise, retaliation against employees who engage in protected activities, such as reporting discrimination or participating in an investigation, is strictly prohibited.

9. Review and Contact Information

It is important to note that this outline serves as a general overview, and specific details regarding eligibility, coverage, and enrollment procedures can be found in the official benefits and supplemental pay documentation provided to you. The County encourages you to review these materials carefully and consult with the Human Resources department if you have any questions or require further information.

The County thanks our employees and is committed to fostering a positive work environment that values and supports our employees. The County believes these benefits and supplemental pay demonstrate our dedication to our employees' well-being and professional growth.

Thank you for your contributions to the County of Modoc to make Modoc County a collaborative community where people, families, government, and businesses live, work, and thrive.

The County looks forward to your continued success as a valued member of our team. If you have any queries or require assistance, please do not hesitate to contact the Human Resources department at (530) 233-7660.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Board of Supervisors have approved the Outline of Benefits and Supplemental Pays for Exempt Confidential/Management employees on the date and year set forth below:

DocuSigned by:

Kathie Rhoads

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Kathie Rhoads

Chair of the Board

6/15/2023 | 3:26 PM PDT

Date

DocuSigned by:

Chester Robertson

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Chester Robertson

County Administrative Officer

6/16/2023 | 10:36 AM PDT

Date

DocuSigned by:

Pam Randall

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Pam Randall

Human Resource Director

6/15/2023 | 3:40 PM PDT

Date

APPROVED AS TO FORM:

DocuSigned by:

M

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Margaret E. Long

County Counsel

ATTEST:

DocuSigned by:

Tiffany Martinez

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Tiffany Martinez

Clerk of the Board



COUNTY OF MODOC

Employee Performance Evaluation

(The final probationary report shall contain the appointing authority's recommendation to accept or reject the probationer. The report must be made prior to the employee's salary anniversary and/or end of probationary period.)

Class Title:

Department:

Name

Period Covered:

Immediate Supervisor:

Dept. Supervisor

Evaluation for:

☐ Merit Increase to Step

☐ Probation

☐ Annual Review

☐ Special Review

Evaluation Instructions

This form is designed to allow the supervisor to evaluate the employee's performance over the specified period. Each of the areas should be discussed and the employee given suggestions for improving his/her performance. The following categories are used to rank an employee's performance:

- | | | |
|---|----------------|---|
| 5 | Excellent | Employee's performance consistently exceeds expectations of his/her position. |
| 4 | Very Good | Employee's performance meets and occasionally exceeds expectations of his/her position. |
| 3 | Satisfactory | Employee's performance meets expectations of his/her position. |
| 2 | Below Standard | Employee's performance is below the expectations of his/her position. |
| 1 | Unacceptable | Employee's performance does not meet the minimum acceptable level for his/her position. |

1. Skill: Acceptability of work performed; accuracy; precision; completeness; neatness; ability to accept and carry out responsibilities.

Ranking:

☐ 5

☐ 4

☐ 3

☐ 2

☐ 1

Comments:

2. Quantity of Work:

Amount of work performed by employee in relation to standards for position.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

3. Knowledge:

Extent of knowledge of methods, materials, tools, equipment; technical expressions and other fundamental subject matter.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

4. Dependability:

Ability to do job without undue supervision; complete work within reasonable time to meet deadline.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

5. Work Habits: Extent employee uses care in performing duties; organization of work; observance of safety procedures; care of equipment.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

6. Attendance: Tardiness, use of sick leave, time taken for coffee breaks and rest periods.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

7. Relationships with People: Ability to get along with others; effectiveness in dealing with public, peers, subordinates, supervisors, and clients.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

8. Learning Ability: Speed and thoroughness in learning procedures, laws, rules and other details.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

9. Initiative and Attitude: Self-reliance; resourcefulness; enthusiasm for work; willingness to conform to job requirements and accept suggestions for work improvement; adaptability.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

10. Personal Fitness: Integrity; sobriety; emotional stability; physical condition; appearance and habits.

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

11. Ability as Supervisor (for Supervisory Employees only): Proficiency in training employees and in planning, organizing, laying out and getting out work; leadership.

Ranking : ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

12. Administrative Ability: Promptness of action; soundness of decision; application of good management principles.

Ranking : ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

13. Factors Not Listed Above (Indicate the factor graded)

Ranking : ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

14. Overall Evaluation

Overall ranking for employee considering all the factors above and any other relevant information.

(The overall rating must be consistent with factor ratings and comments)

Ranking: ☐5 ☐4 ☐3 ☐2 ☐1

Comments:

Supervisor's Comments to Employee - Supervisors must make written comments on overall rating even if the ratings are Average. Written suggestions as to how work performance can be improved must also be made. Use additional sheets if more space is needed.

Employee Comments: How the employee feels about this evaluation.

Signatures

☐ I recommend that you not be granted permanent status.

☐ I recommend that you be granted permanent status.

(One must be checked on final probationary report)

RATER

Date

This report is the best judgment of the employee's performance based on my observations and knowledge.

REVIEWER/DIVISION HEAD

Date

I concur with this report.

EMPLOYEE

Date

I, the employee was given the opportunity to review
This evaluation was with my supervisor.

DEPARTMENT HEAD

Date

I have read this report and approve.



I wish to discuss this report with the Appointing Authority of my Department.

Note: Employee to Receive a Copy after Department Head has signed.



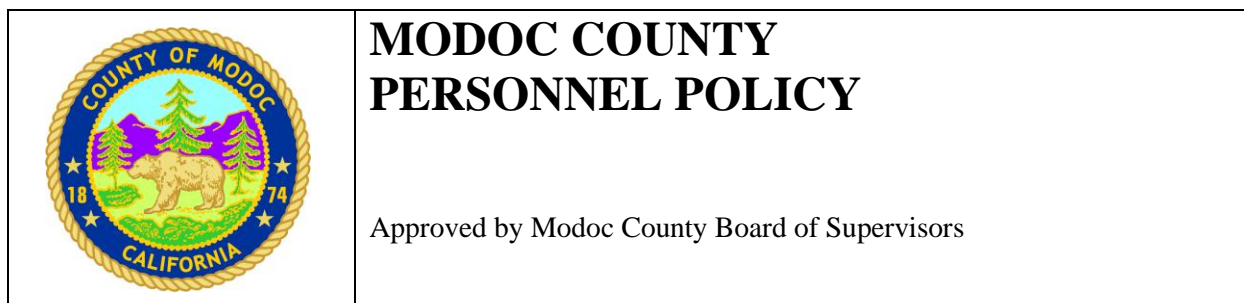
Fiscal Year 2022-2023 Pay Schedule

EXEMPT CONFIDENTIAL/MANAGEMENT

Effective July 1, 2023

Position	Range	Monthly Rate													
								10		15		20		25	
		Step A	Step B	Step C	Step D	Step E	Step F Minimum	Step F Maximum	Step G Minimum	Step G Maximum	Step H Minimum	Step H Maximum	Step I Minimum	Step I Maximum	Step J
Assistant Auditor/Clerk	320	5,389	5,659	5,943	6,240	6,552	6,880	7,223	7,224	7,584	7,585	7,964	7,965	8,362	8,363
Assistant Chief Probation Officer	371	6,952	7,299	7,664	8,047	8,449	8,872	9,314	9,315	9,780	9,781	10,269	10,270	10,782	10,783
Assistant County Administrative Officer	359	6,548	6,875	7,218	7,579	7,958	8,355	8,772	8,773	9,211	9,212	9,671	9,672	10,155	10,156
Assistant District Attorney	316	5,282	5,546	5,824	6,115	6,421	6,742	7,079	7,080	7,432	7,433	7,804	7,805	8,194	8,195
Assistant Recorder	233	3,491	3,666	3,849	4,042	4,244	4,455	4,677	4,678	4,911	4,912	5,157	5,158	5,415	5,416
Behavioral Health Branch Director	399	7,993	8,393	8,813	9,253	9,716	10,202	10,711	10,712	11,247	11,248	11,809	11,810	12,400	12,401
Behavioral Health Clinical Director	350	6,260	6,572	6,900	7,245	7,607	7,988	8,386	8,387	8,806	8,807	9,246	9,247	9,708	9,709
Behavioral Health Clinical Supervisor	354	6,385	6,704	7,039	7,391	7,760	8,148	8,554	8,555	8,982	8,983	9,431	9,432	9,903	9,904
Chief Building Official	293	4,711	4,946	5,193	5,453	5,725	6,012	6,312	6,313	6,627	6,628	6,959	6,960	7,307	7,308
Clerk to the Board	296	4,781	5,020	5,271	5,534	5,811	6,101	6,405	6,406	6,725	6,726	7,061	7,062	7,414	7,415
Deputy Agricultural Commissioner	209	3,098	3,252	3,415	3,585	3,764	3,952	4,149	4,150	4,357	4,358	4,574	4,575	4,803	4,804
Deputy Director of Information and Technology	358	6,515	6,841	7,183	7,542	7,920	8,316	8,731	8,732	9,167	9,168	9,626	9,627	10,107	10,108
Deputy Director of OES	340	5,954	6,252	6,564	6,892	7,237	7,599	7,978	7,979	8,377	8,378	8,796	8,797	9,236	9,237
Deputy Director of Social Services	358	6,515	6,841	7,183	7,542	7,920	8,316	8,731	8,732	9,167	9,168	9,626	9,627	10,107	10,108
Deputy Road Commissioner of Administration	348	6,197	6,507	6,833	7,175	7,533	7,909	8,304	8,305	8,719	8,720	9,155	9,156	9,613	9,614
Deputy Road Commissioner of Operations	348	6,197	6,507	6,833	7,175	7,533	7,909	8,304	8,305	8,719	8,720	9,155	9,156	9,613	9,614
Director of Environmental Health	358	6,515	6,841	7,183	7,542	7,920	8,316	8,731	8,732	9,167	9,168	9,626	9,627	10,107	10,108
Fiscal Officer	263	4,056	4,258	4,471	4,695	4,930	5,177	5,434	5,435	5,706	5,707	5,992	5,993	6,291	6,292
Health Services Financial Manager	300	4,878	5,122	5,378	5,647	5,929	6,226	6,536	6,537	6,863	6,864	7,206	7,207	7,567	7,568
Human Resource Director/Risk Management	344	6,075	6,378	6,698	7,032	7,384	7,754	8,140	8,141	8,548	8,549	8,975	8,976	9,424	9,425
Information Systems Manager	322	5,443	5,715	6,001	6,301	6,616	6,946	7,293	7,294	7,657	7,658	8,040	8,041	8,442	8,443
Payroll Specialist I	240	3,616	3,797	3,987	4,187	4,396	4,616	4,845	4,846	5,088	5,089	5,342	5,343	5,609	5,610
Payroll Specialist II	260	3,995	4,194	4,404	4,624	4,855	5,098	5,352	5,353	5,620	5,621	5,901	5,902	6,196	6,197
Payroll Specialist III	280	4,414	4,635	4,866	5,109	5,365	5,634	5,914	5,915	6,210	6,211	6,521	6,522	6,847	6,848
Program Manager	345	6,105	6,411	6,731	7,068	7,422	7,793	8,182	8,183	8,591	8,592	9,020	9,021	9,471	9,472
Public Health Branch Director	399	7,993	8,393	8,813	9,253	9,716	10,202	10,711	10,712	11,247	11,248	11,809	11,810	12,400	12,401
Road Maintenance Superintendent	290	4,640	4,872	5,116	5,372	5,640	5,923	6,218	6,219	6,529	6,530	6,855	6,856	7,198	7,199
Senior Appraiser	219	3,255	3,417	3,588	3,768	3,956	4,154	4,361	4,362	4,579	4,580	4,808	4,809	5,048	5,049
Staff Services Manager	320	5,389	5,659	5,943	6,240	6,552	6,880	7,223	7,224	7,584	7,585	7,964	7,965	8,362	8,363
Supervising Nurse Case Manager I	289	4,617	4,847	5,089	5,344	5,611	5,892	6,186	6,187	6,495	6,496	6,820	6,821	7,161	7,162
Supervising Nurse Case Manager II	335	5,808	6,098	6,403	6,723	7,059	7,412	7,782	7,783	8,171	8,172	8,580	8,581	9,009	9,010
Supervising Deputy Probation Officer	323	5,470	5,743	6,030	6,331	6,648	6,981	7,329	7,330	7,696	7,697	8,080	8,081	8,484	8,485
Supervising Public Health Nurse	350	6,260	6,572	6,900	7,245	7,607	7,988	8,386	8,387	8,806	8,807	9,246	9,247	9,708	9,709
Support Services Administrator	252	3,839	4,031	4,232	4,444	4,666	4,899	5,143	5,144	5,400	5,401	5,670	5,671	5,954	5,955
Undersheriff	C/M	8,467	8,890	9,335	9,802	10,292	10,806	11,346	11,347	11,913	11,914	12,509	12,510	13,134	13,135

***For Ranges F,G,H, and I, for those Classifications that fall between the Minimum and Maximum prior to March 1, 2023 are to remain at their current Range/Salary Amount until qualifying through a satisfactory evaluation towards a Merit increase at the appropriate Anniversary date and Range.**



SUBJECT:	MODOC COUNTY DRESS CODE POLICY
INITIAL DATE PREPARED:	June 1, 2017
LAST DATE REVISED:	

General Rule: It is not the intent of the County that personal expression be absent from the workplace. However, this policy is intended to guide employees and department managers in maintaining a professional and safe work environment for employees and citizens. Therefore, County employees are required to wear clothing suitable to their occupations, as may be determined by their respective Department Heads. Employees shall furnish and maintain in a suitable and appropriate condition such clothing and associated articles at their own expense except as otherwise expressly provided by the Board of Supervisors. Employees should maintain a neat and professional appearance in the performance of their duties.

Guidelines: County departments provide a wide variety of programs and services and the professional image of our workforce is critical to fostering public confidence and providing “effective and caring service.” Therefore, these guidelines on professional appearance are intended to do the following:

- Foster respect and earn the confidence of our customers, the public, vendors, and fellow employees;
- Promote a positive work environment and limit distractions;
- Ensure safety and security while working.

The County of Modoc respects the diversity of its residents and its workforce. This policy provides guidelines on dress and appearance appropriate to the nature of the work environment, nature of work performed, involvement with the service provided to the public, and/or other circumstances or business needs as defined by the Department Head.

Employees are expected to abide by the following standards:

- Subject to an Employee's work assignment, Employees shall appear for duty in neat, clean, professional, and safe attire.
- Employees must dress in a manner that will not hinder their ability to effectively and safely complete their work assignments, including consideration of the communities served, customer expectations, business needs or standards of the department, and the employee's safety.
- Employees are expected to practice personal hygiene that does not interfere with the public and/or co-workers in their work environment.
- Employees should be mindful of, and dress appropriately for, special events, meetings, and appointments with customers.
- Official photo identification badges and uniforms (where applicable) should be worn in the performance of county businesses and all county facilities to identify employees as legitimate county representatives.
- Employees shall abide by specific dress requirements intended to ensure job-related safety such as when operating equipment or machinery, working with potentially dangerous chemicals, or for public health considerations.

Except as noted or approved by the Department Head, employees **may not** wear the following items:

- T-shirts or clothing articles that may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures, or words;
- Pants below the waistline or low-rise pants showing undergarments;
- Low front tops, halter tops, bare midriffs;
- Beach-styled flip-flop sandals;
- Athletic wear, e.g. gym or sweat pants, sweatshirts, leggings, jogging outfits, shorts, spandex, worn during work hours;
Exception – Athletic wear may be worn during break time for walking, running, etc.
- Torn, frayed, or ripped clothing;
- Excessively tight-fitting or oversized (baggy) garments;
- Body piercing jewelry will be evaluated by the Department Head on a case-by-case basis. However, there shall be no excessive piercings or excessively large jewelry which could pose a safety issue for the wearer.
- Sexually or culturally offensive tattoos must be reasonably covered (*except for cultural or religious purposes*).

Exceptions to this policy may be made by the Department Head in circumstances such as county or department-sponsored events, special occasions, seasonal weather changes, and business-casual days, but may also be made based on requests for reasonable accommodation (e.g. religious, cultural, disability, etc.)

Dress Policy Enforcement: This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. Therefore, depending on the nature of the work environment, the nature of work performed, involvement with the public, or other circumstances, there may be some differences in dress guidelines. Consistent with this policy, exceptions can be made at the department level by the Department Head with approval from Administration/HR due to the nature of the work, special events, and business casual days. Employees who report to work and are not in compliance with this policy may be sent home to change and return to work, unless some other remedy can be arranged, such as an employee putting on a jacket.

Any questions regarding this dress policy within the department should be directed to the Office of Administration/HR.

Modoc County Dress Code Policy

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Kathie Rhoads
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Chair, Modoc County Board of Supervisors

APPROVED AS TO FORM:

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[Signature]
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County Counsel

ATTEST:

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Tiffany Martinez
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Clerk to the Board
County of Modoc

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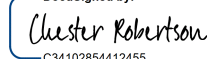
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Executive Director

Modoc Siskiyou Community Action Agency

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Kathie Rhoads

kathierhoads@co.modoc.ca.us

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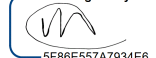
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Margaret Long

margaret@plelawfirm.com

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County of Modoc

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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How to contact County of Modoc:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: pamrandall@co.modoc.ca.us

To advise County of Modoc of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at pamrandall@co.modoc.ca.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to pamrandall@co.modoc.ca.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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